

TASK ORDER GSQ0016AJ0059

Modification P00098

Counter-Threat Messaging Support Program (CTMSP)

in support of:

Requesting Department of Defense (DoD) Combatant Commands (CCMDs)

Issued to:

**Northrop Grumman Systems Corporation, Contract Number GS00Q14OADU125
General Services Administration (GSA) One Acquisition Solution for Integrated Services
(OASIS) Multiple Award (MA) Indefinite Delivery/Indefinite Quantity (IDIQ) –
Unrestricted Pool 1 Contract Multiple Award Contracts**

Conducted under Federal Acquisition Regulation (FAR) 16.5

Issued by:

**The Federal Systems Integration and Management Center (FEDSIM)
1800 F Street, NW (QF0B)
Washington, D.C. 20405**

August 4, 2022

FEDSIM Project Number 47QFCA21Z0788

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 GENERAL

The work shall be performed in accordance with all Sections of this Task Order (TO) and the contractor's Basic Contract, under which the resulting TO will be placed. This OASIS TO falls under Pool 1.

B.2 CONTRACT ACCESS FEE (CAF)

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a CAF. In accordance with the OASIS base contract, the CAF shall be 0.1 percent of the total TO value. This TO shall have a separate cost-reimbursable Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

B.3 ORDER TYPES

The contractor shall perform the effort required by this TO on a:

- a. Cost-Plus-Award-Fee (CPAF) basis for:
 - i. CLINs 0001, 1001, 2001, 3001, and 4001
 - ii. CLINs 0002, 1002, 2002, 3002, and 4002
- b. Cost Reimbursement (No fee) Not-to-Exceed (NTE) basis for:
 - i. CLINs 0003, 1003, 2003, 3003, and 4003
 - ii. CLINs 0004, 1004, 2004, 3004, and 4004
 - iii. CLINs 0006, 1006, 2006, 3006, and 4006
 - iv. CLINs 0007, 1007, 2007, 3007, and 4007
- c. Cost-Plus-Fixed-Fee (CPFF) Basis for:
 - i. CLINs 0005, 1005, 2005, 3005, and 4005

The work shall be performed in accordance with all Sections of this TO and the offeror's Basic Contract, under which the resulting TO will be placed.

B.4 SERVICES AND PRICES/COSTS

Long-distance travel is defined as travel over 50 miles from the contractor personnel's duty station/place of performance. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
CPAF	Cost-Plus-Award-Fee
CPFF	Cost-Plus-Fixed-Fee
NTE	Not-to-Exceed
ODC	Other Direct Cost

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.1 BASE PERIOD: September 30, 2016 – September 29, 2017

MANDATORY LABOR CLIN

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
0001	Labor (Tasks 2–5)	(b) (4)	(b) (4)	\$16,517,514

OPTIONAL LABOR CLIN

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
0002	Labor (Tasks 6 & 7)	(b) (4)	(b) (4)	\$1,867,842

COST REIMBURSEMENT TRAVEL and EQUIPMENT AND MATERIAL CLINs

CLIN	Description		Total Ceiling Price
0003	Long-Distance Travel Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$4,000,000
0004	Equipment and Material Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$8,000,000

MANDATORY CPFF ODC CLIN

CLIN	Description	Estimated Cost	Fixed Fee (b) (4) %	Total Ceiling Price
0005	ODCs Including Indirect Handling Rate (b) (4) %	(b) (4)	(b) (4)	\$34,618,179

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
0006	Contract Access Fee (b) (4)	NTE	\$66,204

ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Ceiling Price
0007	Accounting for Contractor Manpower Reporting (Task 1)	NTE	\$458

TOTAL CEILING BASE PERIOD CLINs:

\$65,070,197

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.2 FIRST OPTION PERIOD: September 30, 2017 – September 29, 2018

MANDATORY LABOR CLIN

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
1001	Labor (Tasks 2–5)	(b) (4)	(b) (4)	\$25,341,057

OPTIONAL LABOR CLIN

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
1002	Labor (Tasks 6 & 7)	(b) (4)	(b) (4)	\$5,823,788

COST REIMBURSEMENT TRAVEL and EQUIPMENT AND MATERIAL CLINs

CLIN	Description		Total Ceiling Price
1003	Long-Distance Travel Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$4,000,000
1004	Equipment and Material Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$3,000,000

MANDATORY CPFF ODC CLIN

CLIN	Description	Estimated Cost	Fixed Fee (b) (4) %	Total Ceiling Price
1005	ODCs Including Indirect Handling Rate (b) (4) %	(b) (4)	(b) (4)	\$47,860,909

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
1006	Contract Access Fee (b) (4)	NTE	\$71,226

ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Ceiling Price
1007	Accounting for Contractor Manpower Reporting (Task 1)	NTE	\$461

TOTAL CEILING FIRST OPTION PERIOD CLINs: \$86,097,441

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.3 SECOND OPTION PERIOD: September 30, 2018 – September 29, 2019

MANDATORY LABOR CLIN

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
2001	Labor (Tasks 2–5)	(b) (4)	(b) (4)	\$30,120,174

OPTIONAL LABOR CLIN

Only award fee may be proposed; base fee shall not be proposed.

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
2002	Labor (Tasks 6 & 7)	(b) (4)	(b) (4)	\$6,779,736

COST REIMBURSEMENT TRAVEL and EQUIPMENT AND MATERIAL CLINs

CLIN	Description		Total Ceiling Price
2003	Long-Distance Travel Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$4,000,000
2004	Equipment and Material Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$3,000,000

MANDATORY CPFF ODC CLIN

CLIN	Description	Estimated Cost	Fixed Fee (b) (4) %	Total Ceiling Price
2005	ODCs Including Indirect Handling Rate (b) (4) %	(b) (4)	(b) (4)	\$62,040,046

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
2006	Contract Access Fee (b) (4)	NTE	\$88,240

ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Ceiling Price
2007	Accounting for Contractor Manpower Reporting (Task 1)	NTE	\$463

TOTAL CEILING SECOND OPTION PERIOD CLINs: \$106,028,659

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.4 THIRD OPTION PERIOD: September 30, 2019 – September 29, 2020

MANDATORY LABOR CLIN

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
3001	Labor (Tasks 2–5)	(b) (4)	(b) (4)	\$30,481,609

OPTIONAL LABOR CLIN

Only award fee may be proposed; base fee shall not be proposed.

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
3002	Labor (Tasks 6 & 7)	(b) (4)	(b) (4)	\$9,779,736

COST REIMBURSEMENT TRAVEL and EQUIPMENT AND MATERIAL CLINs

CLIN	Description		Total Ceiling Price
3003	Long-Distance Travel Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$4,000,000
3004	Equipment and Material Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$3,000,000

MANDATORY CPFF ODC CLIN

CLIN	Description	Estimated Cost	Fixed Fee (b) (4) %	Total Ceiling Price
3005	ODCs Including Indirect Handling Rate (b) (4) %	(b) (4)	(b) (4)	\$63,289,363

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
3006	Contract Access Fee (b) (4)	NTE	\$106,851

ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Ceiling Price
3007	Accounting for Contractor Manpower Reporting (Task 1)	NTE	\$465

TOTAL CEILING THIRD OPTION PERIOD CLINs: \$110,658,024

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.5 FOURTH OPTION PERIOD: September 30, 2020 – September 29, 2021

MANDATORY LABOR CLIN

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
4001	Labor (Tasks 2–5)	(b) (4)	(b) (4)	\$40,797,478

OPTIONAL LABOR CLIN

CLIN	Description	Cost	Award Fee (b) (4) %	Total CPAF
4002	Labor (Tasks 6 & 7)	(b) (4)	(b) (4)	\$19,757,709

COST REIMBURSEMENT TRAVEL and EQUIPMENT AND MATERIAL CLINs

CLIN	Description		Total Ceiling Price
4003	Long-Distance Travel Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$4,000,000
4004	Equipment and Material Including Indirect Handling Rate (b) (4) % (Not Fee Bearing)	NTE	\$3,000,000

MANDATORY CPFF ODC CLIN

CLIN	Description	Estimated Cost	Fixed Fee (b) (4) %	Total Ceiling Price
4005	ODCs Including Indirect Handling Rate (b) (4) %	(b) (4)	(b) (4)	\$67,782,272

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
4006	Contract Access Fee (b) (4)	NTE	\$128,630

ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING

CLIN	Description		Total Ceiling Price
4007	Accounting for Contractor Manpower Reporting (Task 1)	NTE	\$473

TOTAL CEILING FOURTH OPTION PERIOD CLINs: \$135,466,562

GRAND TOTAL ALL CLINs: \$503,320,883

B.5 INFORMATION FOR SECTION B TABLES

B.5.1 EQUIPMENT AND MATERIALS AND TRAVEL HANDLING RATE

Equipment and Materials and long-distance travel (travel over 50 miles) incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed accounting practices.

- a. If no indirect/material handling rate is allowable in accordance with the contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- b. If no rate is specified in the contractor's OASIS Pool 1 contract, no indirect rate shall be applied to or reimbursed on these costs.
- c. If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate, over the term of the TO, shall not exceed the approved Government forward pricing rate recommendation.

B.5.2 OTHER DIRECT COSTS (ODCs) HANDLING RATE AND FIXED FEE

ODCs may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed accounting practices.

- a. If no indirect/material handling rate is allowable in accordance with the contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- b. If no rate is specified in the contractor's OASIS Pool 1 contract, no indirect rate shall be applied to or reimbursed on these costs.
- c. If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate, over the term of the TO, shall not exceed the approved Government forward pricing rate recommendation.

ODCs may also have an NTE fixed fee associated. The ODC fixed fee is not permitted to be charged for costs associated with travel, relocation costs, Cost Of Living Allowance (COLA), hardship and danger pay, insurance, and other similar administrative costs.

B.5.3 DIRECT LABOR RATES

The Contractor may deviate from the Junior, Journeyman, Senior, and Subject Matter Expert (SME) definitions in Section J.1. of the OASIS master contract, as long as the Contractor clearly identifies the deviation and notifies the Contracting Officer and FEDSIM Contracting Officer Representative reasonably in advance prior to execution. Deviations are only applicable to non-Key Personnel. Additionally, the following qualification substitution chart applies.

Bachelor's Degree	6 years' work experience may be substituted for a Bachelor's Degree	Associate's Degree plus 4 years' work experience may be substituted for a Bachelor's Degree
Master's Degree	12 years' work experience may be substituted for a Master's Degree	Bachelor's Degree plus 8 years' work experience may be substituted for a Master's Degree

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

Doctorate's Degree	20 years' work experience may be substituted for a Doctorate's Degree	Bachelor's Degree plus 16 years' work experience, or a Master's Degree plus 12 years work experience may be substituted for a Doctorate's Degree
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Labor categories shall be mapped to existing OASIS labor categories. Labor categories proposed for specialized professional services and ancillary support, not defined in **Section J, Attachment C**, shall map to an Office of Management and Budget (OMB) Standard Occupational Classification (SOC) administered by the Bureau of Labor Statistics (BLS).

B.5.4 ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING

The costs to be reported under this CLIN are those associated with the reporting requirements specified in C.3.1 and relate to this TO only.

B.5.5 LABOR OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

OCONUS is defined as other than the 48 contiguous states plus the District of Columbia (D.C.). The contractor is required to work outside the OCONUS. Labor shall be in accordance with:

- a. The U.S. Department of State's Bureau of Administration, Office of Allowances, publishes quarterly report indexes of living costs abroad, per-diem rate maximums, quarter's allowances, hardship differentials, and danger pay allowances.
- b. The Department of State Standardized Regulations (DSSR) is the controlling regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas. For task orders issued under OASIS, Contractor civilians assigned to foreign areas may receive the allowances and benefits in the DSSR but, shall not receive allowance and benefits in excess of those identified in the DSSR.

For costs that are not specifically addressed in the DSSR, the Government will reimburse the Contractor for all reasonable, allowable, and allocable costs in accordance with FAR 31, Contract Cost Principles and Procedures, and other applicable agency specific regulatory supplements.

B.6 INCREMENTAL FUNDING

B.6.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION

Incremental funding in the amount of **\$384,690,449.21** for **CLINs 0001 through 4007** is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs may be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through September 29, 2021, unless otherwise noted in Section B. The TO may be modified to add funds, incrementally, up to the maximum of **\$503,320,883** over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis and/or to separately funded projects from multiple sources as specified per Section H.27 – Work Request Document.

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

CPFF CLIN X005 – ODCs: When the work required under any CLIN X005 is completed, and that work is within the total estimated cost shown above, the contractor shall be entitled to payment of fixed fee proportional to cost incurred for that CLIN. The contractor may present, with its monthly vouchers for costs, a fee voucher in an amount bearing the same percentage of fixed fee as the certification of incurred costs bears to the total estimated cost for each CLIN. However, after payment of 85 percent of the fixed fee for the total TO, the FEDSIM CO may withhold further payment of fixed fee until a reserve shall have been set aside in an amount which the FEDSIM CO considers necessary to protect the interest of the Government. This reserve shall not exceed 15 percent of the total fixed fee or \$100,000, whichever is less.

Incremental Funding Chart for CPAF: See **Section J, Attachment H** - Incremental Funding Chart (Excel Spreadsheet).

B.7 AWARD FEE RESULTS REPORTING TABLE

The Award Fee Determination Plan (AFDP) establishes award fee. See **Section J, Attachment I** – Award Fee Determination Plan (Word document).

C.1 BACKGROUND

Messaging, including Information Operations (IO), involves providing information to foreign audiences to influence emotions, motives, objective reasoning, and ultimately the behavior of foreign governments, organizations, groups, and individuals to drive a desired effect. The current complex global information environment requires integrated and synchronized efforts to ensure efficacy. In addition, messaging and IO rely upon having an understanding of the target audiences and this complex, ever-changing operational environment. United States Central Command (USCENTCOM), United States Africa Command (USAFRICOM), United States European Command (USEUCOM), and United States Special Operations Command (USSOCOM) are the organizations initially supported by this TO. In order to conduct IO and messaging programs most effectively and efficiently, other partners will be involved, as well. The Government requires messaging support to fulfill their missions and to counter threats to United States (U.S.) national security such as extremist organizations, terrorism, humanitarian crises, and pandemics.

C.1.1 CURRENT OPERATIONAL ENVIRONMENT

The current effort is primarily focused on providing support to USCENTCOM as part of the Operation Inherent Resolve (OIR) mission set. OIR was designated as U.S. military operations in Iraq and Syria against the Islamic State of Iraq and the Levant (ISIL) terrorists on October 15, 2014 and designated as a contingency operation on October 17, 2014. Extremist organizations pose a growing global threat, including a threat to the U.S. The U.S. strategy to degrade and ultimately defeat extremist organizations involves several agencies, for a whole-of-government approach, and multiple lines of effort, including providing military support to coalition partners, preventing the flow of funds and fighters to extremist organizations, addressing humanitarian crises in the region, and exposing the extremist organizations' true nature.

This TO represents an expansion from the current approach; this expansion is an effort to include additional CCMDs and partners. Counter-terrorism efforts are not limited only to USCENTCOM's AOR; therefore, this TO will incorporate additional DoD and interagency involvement to expand the focus to additional regions and areas of interest (AOIs). Initially, the Government anticipates that the effort will continue to have a counter-terrorism focus led by USCENTCOM, along with USAFRICOM, USEUCOM, and involve additional CCMDs whose interests align with that of USCENTCOM. Efforts will continue to be focused in the USCENTCOM and USAFRICOM AORs and AOIs with expansion to the European continent. Involving these additional CCMDs will lead to improved message content, relevance, and timeliness for IO efforts across AOIs. In the future, it is anticipated that support will grow and expand to the Pacific region, as well. Support will initially focus on countering the threat of terrorism and extremist organizations and potentially expand to include IO support to counter additional threats such as humanitarian crises and pandemics.

C.1.2 UNITED STATES CENTRAL COMMAND (USCENTCOM)

USCENTCOM is one of the Geographic Combatant Commands (CCMDs) and its area of responsibility (AOR) covers the central region of the globe. Its AOR includes the following countries: Afghanistan, Bahrain, Egypt, Iran, Iraq, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Syria, Tajikistan, Turkmenistan, United Arab

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Emirates, Uzbekistan, and Yemen. USCENTCOM is headquartered at MacDill Air Force Base, Florida.

With national and international partners, USCENTCOM promotes cooperation among nations, responds to crises, deters or defeats state and non-state aggression, and supports development and, when necessary, reconstruction in order to establish the conditions for regional security, stability, and prosperity. Currently, USCENTCOM's IO efforts focus on counter-terrorism in its AOR.

C.1.3 UNITED STATES AFRICA COMMAND (USAFRICOM)

USAFRICOM is one of the Geographic CCMDs and is responsible for military relations with African nations, the African Union (AU), and African regional security organizations. USAFRICOM is responsible for U.S. Department of Defense (DoD) operations, exercises, and security cooperation activities on the African continent (except for Egypt), its island nations, and surrounding waters. USAFRICOM is headquartered in Stuttgart, Germany.

The mission of USAFRICOM is, along with its partners, to disrupt and neutralize transnational threats, protect U.S. personnel and facilities, prevent and mitigate conflict, and build African partner defense capability and capacity in order to promote regional security, stability, and prosperity. USAFRICOM is currently building up its IO capacity at the Command level to focus initially on counter-terrorism in Northern Africa then expand into additional locations and focus on additional threats such as trafficking and humanitarian crises.

C.1.4 UNITED STATES EUROPEAN COMMAND (USEUCOM)

USEUCOM's area of focus covers almost one-fifth of the planet, including all of Europe, large portions of Asia, parts of the Middle East, and the Arctic and Atlantic Oceans. USEUCOM is responsible for U.S. military relations with NATO and 51 countries on two continents with a total population of close to a billion people. USEUCOM is headquartered in Stuttgart, Germany.

The mission of the USEUCOM is to conduct military operations, international military partnering, and interagency partnering to enhance transatlantic security and defend the U.S. forward. USEUCOM executes its mission by establishing an agile security organization able to conduct full spectrum activities as part of whole-of-government solutions to secure enduring stability in Europe and Eurasia. USEUCOM plans to build up its counter-terrorism IO capability alongside USCENTCOM, using USCENTCOM's existing capabilities and expertise to expand IO counter-terrorism efforts to its AOR.

C.1.5 UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM)

USSOCOM provides command, control, and training for all special operations forces (SOF) in the U.S. USSOCOM's primary mission is to provide combat-ready forces for rapid reinforcement of the other unified commands worldwide. The Commander of USSOCOM is the designated joint proponent for Military Information Support Operations (MISO), which includes leading the collaborative development, coordination, and integration of the MISO capability across DoD. USSOCOM is located at MacDill Air Force Base, Florida.

C.2 SCOPE

The scope of this TO is to provide DoD CCMDs, their Components, and their other Government partners with culturally relevant content development, production, dissemination, assessments, multimedia monitoring, and operational research support. This type of support directly supports countering violent extremist ideologies and their impact on regional stability, as well as additional threats to U.S. national security interests, such as trafficking, pandemics and humanitarian crises. Additionally, this support provides research support, various metrics analysis, and planning that assist the U.S. in preparation for existing and future threats. The scope also includes facilitating knowledge sharing activities where appropriate and in conjunction with the Government. The Government is looking to gain synergies and efficiencies over the life of the TO in order to increase the effectiveness of IO efforts by improving consistency of message and content, and coordination of efforts.

USCENTCOM, USSOCOM, USEUCOM, and USAFRICOM are the initial organizations supported by this TO, but the contractor may be required to support additional Commands, Components, and other Government partners during TO performance.

The contractor shall perform support on- and off-site at various locations. The contractor shall travel routinely to Continental United States (CONUS) and to Outside the Continental United States (OCONUS) locations.

This requirement falls within the Management Consulting Services core discipline of the OASIS Pool 1 IDIQ.

C.3 TASKS

The following tasks in support of this TO are detailed below:

- a. Task 1 – Contractor Manpower Reporting
- b. Task 2 – Provide Program Management
- c. Task 3 – Provide Transition Support
- d. Task 4 – Provide Media and Research Support
- e. Task 5 – Content Development and Distribution
- f. Task 6 – IO Planning Support and Engaging Local Partners (Optional)
- g. Task 7 – Additional Support as Needed (Optional)

For all tasks listed above, the contractor shall provide full translation support, as applicable. Translators shall be highly-trained professionals, native speakers of the target language, and have experience in professional translation. Translators shall employ the American Translators Association (ATA) – recognized methodologies to verify native translation. Where it is applicable and consistent with industry best practices, the contractor may provide automated translation support; however, the Government may require that automated translation support be reviewed and/or validated. All language and translation requirements are subject to change over the life of this TO. The contractor shall provide full-service cultural knowledge, linguistic services, political, journalistic, editorial, media, and information technology subject matter expertise.

C.3.1 TASK 1 – CONTRACTOR MANPOWER REPORTING

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the relevant CCMD via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <https://www.sam.gov/>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year.

Contractors may use Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the web.

C.3.2 TASK 2 – PROVIDE PROGRAM MANAGEMENT

The contractor shall provide overall TO and component-level program management support. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Performance Work Statement (PWS). Meetings conducted in the execution of this TO may be conducted virtually or via teleconference when approved by the Technical Point of Contact (TPOC) or FEDSIM Contracting Officer's Representative (COR). The contractor shall identify a Program Manager (PM) by name, who shall provide management, direction, administration, quality assurance, and leadership of the execution of this TO.

C.3.2.1 SUBTASK 2.1 – COORDINATE A PROJECT KICK-OFF MEETING

At the FEDSIM Contracting Officer's (CO) direction, the contractor shall schedule, coordinate, and host a Project Kick-Off Meeting (**Section F, Deliverable 02**) at the location approved by the FEDSIM COR. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, the TPOC, FEDSIM COR, and other relevant Government personnel. At least three days prior to the Kick-Off Meeting, the contractor shall coordinate with the FEDSIM CO to provide a Kick-Off Meeting Agenda (**Section F, Deliverable 01**) for review and approval by the FEDSIM COR and the TPOC prior to finalizing. The agenda shall include, at a minimum, the following topics/deliverables:

- a. Introduction of Team Members and Personnel:
 - i. Roles and Responsibilities, to include staffing plan and project organization
 - ii. Overview of the customer organizations
- b. TO Management:
 - i. Overview of project task areas

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- ii. Identified risks and issues and applicable mitigation plans
- iii. TO logistics
- c. TO Administration:
 - i. Compliance with security requirements to include issues, facility, and network access procedures
 - ii. Sensitivity and protection of information
 - iii. Reporting requirements (e.g., Monthly Status Report (MSR))
 - iv. Review of Government-furnished equipment (GFE)
 - v. Invoice review and submission procedures
 - vi. Travel notification and processes
 - vii. Proposed reports of technical metrics
 - viii. Present an overarching strategy and synchronize with relevant U.S. and coalition strategies
 - ix. Additional administrative items
 - x. Transition-In Plan
 - xi. Draft Project Management Plan
 - xii. Draft Proposed Invoice Tracking Spreadsheet and Invoice Format (See **Section G.3**).

The contractor shall draft and provide a Kick-Off Meeting report, in accordance with **Section C.3.2.6 (Section F, Deliverable 04)**, documenting the Kick-Off Meeting discussion and capturing any action items.

C.3.2.2 SUBTASK 2.2 – PREPARE A MONTHLY STATUS REPORT (MSR)

The contractor shall develop and provide an MSR using Microsoft (MS) Office Suite applications via electronic mail (email) to the TPOC and the FEDSIM COR (**Section F, Deliverable 06**). The MSR shall include the following:

- a. Activities during reporting period, by task (include on-going activities, new activities, and activities completed, and progress to date on all above mentioned activities). Each section shall start with a brief description of the task.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, duty station at Government site or contractor site, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for reporting period).
- g. Accumulated invoiced cost for each CLIN up to the previous month.
- h. Projected cost of each CLIN for the current month.

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The contractor shall convene a monthly status meeting with the TPOC, FEDSIM COR, and other Government stakeholders. The purpose of this monthly meeting is to ensure all stakeholders are informed of the monthly activities and the MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities.

The Government and Contractor shall mutually agree to any reporting requirements supplemental to the MSR.

Supplemental REPORT #1, Contractor Employee Monthly Report (Attachment T), for each employee providing labor to support CENTCOM requirements under this task order.

Instructions for Contractor Employee Monthly Report:

- To be delivered monthly to the CENTCOM TPOC
- Report parameters:
 - To be completed for CENTCOM only
 - To be completed one page per employee where employee is defined as those individuals whose work site(s) are located on a Government facility

C.3.2.3 SUBTASK 2.3 – CONVENE TECHNICAL STATUS MEETINGS

The contractor PM shall convene Technical Status Meetings with the TPOC, FEDSIM COR, and other Government stakeholders, as requested. The purpose of this meeting is to ensure all stakeholders are informed of the current task status, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide a meeting report in accordance with **Section C.3.2.6 (Section F, Deliverable 04)**, including attendance, issues discussed, decisions made, and action items assigned, to the FEDSIM COR within five workdays following the meeting.

C.3.2.4 SUBTASK 2.4 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)

The contractor shall document all support requirements in a PMP. The PMP shall:

- a. Describe the proposed management approach to include quality control.
- b. Contain detailed Standard Operating Procedures (SOPs) for all tasks. This would include: proper travel requirements (e.g., Status of Forces Agreement (SOFA) and Technical Expert Status Accreditation / Analytical Support Status Accreditation (TESA/ASSA)).
- c. Include deliverable schedule (for deliverables indicated in **Section F**), milestones, tasks, and subtasks required in this TO.
- d. Describe in detail the contractor's approach to risk management under this TO and approach to communications including processes, procedures, communication approach, and other rules of engagement between the contractor and the Government
- e. Provide for an overall Work Breakdown Structure (WBS) and associated responsibilities and partnerships between Government organizations.

The contractor shall provide the Government with a draft PMP on which the Government will make comments (**Section F, Deliverable 07**). The final PMP shall incorporate the Government's comments (**Section F, Deliverable 08**).

C.3.2.5 SUBTASK 2.5 – UPDATE THE PROJECT MANAGEMENT PLAN (PMP)

The PMP is an evolutionary document that shall be updated annually at a minimum (**Section F, Deliverable 07**). The contractor shall work from the latest Government-approved version of the PMP. The contractor shall keep the PMP electronically accessible to the Government at all times.

C.3.2.6 SUBTASK 2.6 - PROVIDE MEETING REPORTS

The contractor shall submit meeting reports (**Section F, Deliverable 04**), as requested by the TPOC and/or FEDSIM COR via email, to document results of meetings. The meeting reports shall include the following information:

- a. Meeting attendees and their contact information – at a minimum, identify organizations represented
- b. Meeting dates
- c. Meeting location
- d. Meeting agenda
- e. Purpose of meeting
- f. Summary of exercises/events (issues and risks discussed, decisions made, and action items assigned)

C.3.2.7 SUBTASK 2.7 - PROVIDE LESSONS LEARNED REPORTS

The contractor shall submit lessons learned reports (**Section F, Deliverable 09**), as requested by the TPOC and/or FEDSIM COR via email, to document any lessons learned during TO execution. The lessons learned reports shall:

- a. Identify the activity or experience.
- b. Identify the problem or success.
- c. Describe the impact of the problem or success.
- d. Provide a recommendation to the problem or success.

Lessons learned reports shall be submitted to the Joint Staff lessons learned database in the correct format for each COCOM. Service components will submit lessons learned to the service lesson learned database using the format outlined by the database.

C.3.2.8 SUBTASK 2.8 - PROVIDE PROBLEM NOTIFICATION REPORTS (PNRs)

The contractor shall notify the FEDSIM COR via a PNR as soon as it becomes apparent to the contractor, that a scheduled delivery will be late or a cost overrun will occur. The contractor shall include in the PNR the rationale for a late delivery or cost overrun, the expected mitigation strategy, and overall project impact. The FEDSIM COR will review the PNR and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination. PNRs shall at minimum be prepared with the information in the sample provided in **Section J, Attachment N**.

C.3.2.9 SUBTASK 2.9 – PREPARE TRIP REPORTS

The contractor shall provide trip reports (**Section F, Deliverable 10**) for all trips taken within 10 workdays following the completion of each trip. The contractor shall keep a summary of all long-distance travel including, but not limited to, the name of the employee, location of travel, duration of trip, and point of contact (POC) at travel location. Trip reports shall also contain, at a minimum, a detailed description of the strategic/operational impact of the trip, Government approval authority, total cost of the trip, knowledge gained, and lessons learned. At a minimum, trip reports shall be prepared with the information provided in **Section J, Attachment M**. Travel in excess of 180 days is exempt from the trip report requirement unless required by the Government.

C.3.2.10 SUBTASK 2.10 - KNOWLEDGE MANAGEMENT

The contractor shall update the existing IO portal for each Command to reflect ongoing activities and ensure proper de-confliction, efficiencies, and coordination amongst IO efforts. The contractor shall facilitate knowledge sharing and statuses of current IO operations and lessons learned from each series that are relevant to the operations of each CCMD and partner.

C.3.3 TASK 3 –PROVIDE TRANSITION SUPPORT

C.3.3.1 SUBTASK 3.1 – PROVIDE TRANSITION-IN SUPPORT

The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition. The contractor shall propose a final draft of its Transition-In Plan, updating the version provided as part of the proposal (**Section F, Deliverables 12 and 13**).

The contractor shall complete the implementation of its Transition-In Plan and complete all transition activities no later than (NLT) 60 calendar days after Project Start (PS).

C.3.3.2 SUBTASK 3.2 – PROVIDE TRANSITION-OUT SUPPORT

The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a draft Transition-Out Plan within six months of PS (**Section F, Deliverable 14**). The Government will work with the contractor to finalize the Transition-Out Plan in accordance with Section E (**Section F, Deliverable 14**). At a minimum, this Plan shall be reviewed and updated on an annual basis (**Section F, Deliverable 16**). Additionally, the Transition-Out Plan shall be reviewed and updated quarterly during the final Option Period (**Section F, Deliverable 16**). The contractor shall provide a Transition-Out Plan NLT 120 calendar days prior to expiration of the TO (**Section F, Deliverable 15**). The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes
- b. Points of contact
- c. Location of technical and project management documentation

- d. Status of ongoing technical initiatives
- e. Appropriate contractor to contractor coordination to ensure a seamless transition
- f. Transition of Key Personnel
- g. Schedules and milestones
- h. Actions required of the Government

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

The contractor shall implement its Transition-Out Plan NLT 90 calendar days prior to expiration of the TO.

C.3.4 TASK 4 – PROVIDE MEDIA AND RESEARCH SUPPORT

The U.S. relies on all forms of influence to counter threats such as extremist campaigns. The Government and DoD CCMDs are tasked to gather and collect information through a multitude of different platforms (e.g., television (TV), print, social media, population surveys, and industry research). The CCMDs are charged with analyzing quantitative and qualitative primary and secondary data of indigenous populations and societies in a specified geographical area to support the U.S. fight against violent extremist organizations and additional Government objectives.

The contractor shall analyze and produce assessments which evaluate friendly and adversary operations, capabilities, objectives, and gaps to assist the Government in dismantling terrorist campaigns and furthering additional Government strategic objectives, as required.

The contractor shall provide support and assistance to the requesting Government agency, in conducting market research, creative and content development, and commercial quality digital and traditional behavior change marketing techniques within AOIs in the specified geographical area and neighboring regions that directly support Government and military objectives, operations, and activities. This includes providing services in market research and analysis, digital and traditional marketing, and application of those methods. The contractor shall possess detailed knowledge of the targeted media environment to include host nation laws and regulations. All products provided by the contractor and any accompanying reports shall be complete, ready for distribution, consistent with a high level of quality control, culturally sensitive and appropriate, encompass a wide range of topics, and relevant to the audience identified by the requesting agency. The contractor shall participate in CCMD/IA working groups serving as a traditional and digital media marketing subject matter experts (SMEs). The contractor shall also provide SME support on the behalf of the agency to assist other DoD and interagency partners, as requested. Additionally, as requested by the Government, the contractor shall provide training to relevant partnered staff on the use of traditional and digital media in support of operations.

The primary objective of this task is to enable existing platforms and develop integrated marketing, outreach, and communications in support of themes and objectives derived from the Government/DoD objectives, emerging contingencies, and approved plans and programs in direct support of military objectives and operations. The contractor shall develop, produce,

disseminate, deliver, and identify any measurable impact indicators of localized and culturally appropriate content. The contractor shall utilize marketing techniques that use modern behavioral change in order to identify foreign audiences, influencers, and key communicators, and assess the effectiveness of messaging on their behaviors. As emerging technologies become available, the contractor shall be responsible for incorporating them into deliverables and programs. The contractor shall also advise CCMD and Interagency planners on task integration and provide recommendations and inputs into the planning efforts during deliberate, crisis, and steady state operations and activities. The subtasks identified below will be required to be performed with Government supervision. All reports produced and data provided by the contractor shall be in a format agreed upon by the contractor and the Government, and adjusted as necessary. On-going research across the geographical AOI shall be required beginning at the start of performance of this TO.

C.3.4.1 SUBTASK 4.1 – TARGET AUDIENCE RESEARCH

The contractor shall conduct industry standard research on target audiences, as specified by the Government and in multiple regions in order to develop an understanding of these highly complex audiences. Industry standard research refers to primary research in the form of focus groups and surveys, as well as secondary and syndicated audience research tools (e.g., Geoscape, Census data, etc.). The contractor shall utilize available industry data, including market data available for purchase, outside reports, and other data provided by the requested agency, and develop audience profiles for the designated AOIs. Where standard data tools, such as those primary research methods listed above, are not available, the contractor shall be required to conduct non-traditional forms of primary research. The contractor shall provide demographic/segment data (**Section F, Deliverable 17**) on audiences in the AOI to the Government. This data could include, but is not limited to, age, gender, external and internal conditions and influences that drive their behavior, media consumption, geographic concentration of the identified groups or segments (i.e., military age individuals), online/digital concentration, and networks (both real life and digital). The contractor shall also identify key communicators to target audiences including, but not limited to, biographical data, professional background, educational background, personal background, influencer qualifications, political/state/tribal affiliations, user activity, platforms they are active on, their online messaging/objectives, and their audience/followers.

C.3.4.2 SUBTASK 4.2 – TARGET MARKET RESEARCH

The contractor shall conduct industry standard market research in areas designated and prioritized by the requesting Government agency. Research shall include, but is not limited to, the identification of various types of media and market tactics utilized in the area. The contractor's research shall focus on the identified geographic markets, regions, and audiences and shall ensure that information on U.S. persons is not collected or utilized. The contractor shall provide the following (**Section F, Deliverable 18**) to the Government:

- a. Major media outlets and audience segments, media consumption characteristics in the target market which could include traditional media, as well as digital media outlets (social media, etc.), available advertising options, and networks used in the target market.
- b. Advertising costs (e.g., cost per thousand impression (CPMs)) for each media vehicle or platform, by language.

- c. Recommended mobile platforms, connections (2G, 3G, etc.), network architecture, and hardware and software capabilities in the target market.
- d. Languages used in various media outlets.
- e. Ownership and alignment (pro-Government/DoD objective, anti-Government/DoD objective, etc.) of various media platforms.
- f. Instances of censorship/one-sided reporting, or intentional blackouts (jamming, etc.).
- g. Methods to shape the identified media landscape and new and emerging marketing technologies and techniques; and, to maximize use of industry best practices.

C.3.4.3 SUBTASK 4.3 - PROVIDE SUPPORT FOR POPULATION SURVEYS

The contractor shall develop an in-depth survey report for each country, as designated by the Government, accompanied with all original survey data (**Section F, Deliverable 19**). Each report shall include an executive summary and pictorial slides that summarizes significant data in the report. The contractor shall perform these studies in accordance with the highest standards of qualitative research and analysis. The contractor shall work with the Government for Chief of Mission concurrence to ensure country clearance is granted to conduct these fieldwork national level surveys.

The contractor shall be prepared to conduct national level surveys primarily in the Central Gulf region, eastern and northern African nations, the European continent, and in other areas as required by the Government. The survey topics will be provided by the Government for each survey requested.

The contractor shall conduct all interviews in a scientifically rigorous manner. The contractor shall employ highly developed capabilities for implementing complex sample designs and successfully encouraging the cooperation of sampled families and individuals. The contractor shall ensure quality of interview completeness, data collection methodology, and data integrity and accuracy for all surveys using methods that are published in peer-reviewed, scientific or academic social and behavioral science literature.

All quantitative questionnaires shall be pilot tested before fielding and all qualitative questionnaires shall be pilot tested with two similar language respondents of the intended and ultimate audiences. All sampling frames produced by the contractor shall be pre-approved by the Government before fielding.

The contractor shall refer to **Section F** for additional formatting and delivery requirements for population surveys.

C.3.4.4 SUBTASK 4.4 – MULTI LEVEL MEDIA STRATEGY AND EXECUTION PLAN

The contractor shall provide a media strategy for each developed program or approved plan/operation, as designated by the Government. A program or operation is defined as: a named operation-such as OIR, Concept of Operations (CONOPs), Operational Order (OPORD), an approved MISO or Communications plan, and/or National Messaging plan. The developed strategy and execution plan could be at the strategic level (regional/global), operational (defined

geographical area), tactical, and/or include all three levels (Multi-level) supporting the program or plan/operation.

For each program, as designated by the Government, the contractor shall provide a media campaign strategy with a detailed execution plan (**Section F, Deliverable 20**) that contains the rationale for executing the program, measurable objectives, target audience information, tactics, detailed timetables, work plans, and budgets. The strategy shall include the recommended media types and messages for the program. Plans shall include strategies and tactics that are actionable and measurable. When developing the media campaign strategy and execution plan, the contractor shall utilize information gathered under Subtasks 4.1, 4.2, and 4.3 above. The contractor shall include recommendations for future efforts within the scope of Subtasks 4.1, 4.2, and 4.3 in support of the relevant program. The contractor shall also propose Measures of Effectiveness (MOE), Measures of Performance (MOP), and any return on investment (ROI) that can be used by the Government to evaluate the successful execution of the plan. The contractor's proposed MOE and ROI will be reviewed and approved by the Government before being implemented. The contractor shall be responsible for monitoring the implementation of the overall strategy and tactical execution.

C.3.5 TASK 5 – CONTENT DEVELOPMENT AND DISTRIBUTION

The contractor shall provide content and product development support to directly counter threats such as the efforts of violent extremists and humanitarian crises. The contractor shall support this task, as detailed in approved Government strategic plans (such as the Government Counter ISIL Strategy), operational plans (such as OIR), and/or tactical plans. The contractor shall identify and provide the client with detailed, local information types, sources, and procedures to be used in obtaining, organizing, analyzing, and incorporating this information into content. Content developed by the contractor may include, but is not limited to, text, graphics, video, audio, audio-visual components, and any other information featured on relevant platforms. Content developed by the contractor shall demonstrate an intimate knowledge of the regional media markets, as well as the cultural, social, political, and economic dynamics for the target region and target audiences. The contractor shall develop content that demonstrates an understanding and reflection of local and regional perspectives to include the use of indigenous terms and dialects. The contractor shall also use items and events of regional interest and developed techniques to transmit timely, accurate, and comprehensive messages as required by the Government. The contractor shall develop content that provides open and unbiased analyses of major events in the targeted regions and the ramifications of those events on the target audiences. All content shall be oriented toward identified foreign, target audiences and not on U.S. audiences. Finally, except when directed by the Government client, the content shall not replicate the role of Government and DoD Public Affairs or address U.S. foreign policy issues. Rather, the content shall reflect native/indigenous understanding and journalism, politics, academics, security, culture, entertainment, and other aspects of specified objectives.

All products shall have appropriate DoD, Interagency, and Coalition partner approvals. The Government is responsible for facilitating the products through the approval process. The approval process will take place after the product prototype is developed. Products will not be disseminated until after the approval process has concluded and the Government directs the dissemination.

The contractor shall be responsible for dissemination and distribution of content to the Government agency and third-party platforms (e.g., news websites, aggregators, etc.) that shall ensure delivery of content to the target audience in the specified geographical area directly supporting stated objectives, Government/military operations, and activities. In areas identified by the Government, the contractor shall develop a network of content providers and shall provide content in accordance with the Government/DoD objectives. A content development workflow shall be established by the contractor that provides an efficient method for the Government to review and provide feedback and approval.

The contractor shall also develop news dissemination platforms in relevant target audience regions to ensure delivery to the target audience in the specified geographical area that directly support Government objectives, operations, and activities. The distribution and dissemination of content in these relevant target audience regions shall be ongoing. Finally, the contractor shall provide periodic content dissemination, media monitoring, and social media monitoring reports that reflect relevant metrics which may include, but are not limited to, media impressions, web reach, social reach metrics, and, when relevant, sentiment analysis.

C.3.5.1 SUBTASK 5.1 – PRODUCT DEVELOPMENT

For each target audience and based on the specific Governmental agency's approved campaign strategy and operational/tactical plan, the contractor shall create targeted messages and materials which may consist of broadcast (e.g., TV, radio, videos, etc.), print, outdoor, digital, and other advertising (**Section F, Deliverables 21 and 22**). Based on its approved strategic and tactical plan, the contractor shall present creative concepts for Governmental review, comment, refinement, and approval. The contractor shall adhere to the following process for product development, unless otherwise directed by the Government: 1) prototype development, 2) pre-testing, 3) refinement, 4) production, 5) dissemination, and 6) data collection.

The contractor shall ensure the following are taken into consideration in the development and execution of developed products:

- a. Unique characteristics, experiences, norms, values, behaviors, and beliefs of the targeted audience, and relevant historical, environmental, and social forces are taken into consideration in the development and execution of creative advertising materials.
- b. All materials (e.g., traditional, digital, and non-traditional) are prepared in a format consistent with industry practice and are in formats that are industry standard and designed for use in accordance with the paid media plan and other aspects of the approved strategic and tactical plan.
- c. All necessary and applicable terms of services, privacy, security, and other best practices and legal requirements are completed prior to disseminating creative materials.

Additionally, when applicable and based on local laws and regulations, the contractor shall:

- a. Negotiate usage rights for TV, radio, print, and digital materials, as necessary, and procure the proper advertisement usage rights for placement.

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- b. To the extent reasonably possible, not use talent, graphics, music, or other media that will require residual payments.
- c. Maintain complete documentation concerning talent contracts, music rights, and any information needed to determine legal issues involving broadcast, use, or distribution of any and all broadcast products, to any audience, at any time.
- d. Ensure that all talent, images, and other materials are negotiated to include buy-out rights, as available, and at least cover the duration of the TO period of performance.
- e. Provide to the Government client all finalized creative materials, including supporting paperwork.

Creative materials files shall include all source files and supporting files including, but not limited to, artwork, fonts, images, and illustrations used to create the products.

C.3.5.2 SUBTASK 5.2 – PAID MEDIA PLANNING, BUYING, AND OPTIMIZATION

The contractor shall plan and execute paid media campaigns in support of approved Government operational plan(s). The supporting media campaigns shall be documented in Paid Media Plans (**Section F, Deliverable 23**) which shall include, but are not limited to:

- a. Description of strategy and associated marketing objectives, including an approach to channel planning.
- b. Media plan that demonstrates in-depth knowledge of the media consumption habits of intended audience including, but not limited to, how the buys will support objectives, estimated reach, frequency, and cost.
- c. Media mix, including breakdown of percentage spent by media type.
- d. Media flighting chart including each media type to demonstrate various suggested flight times, media weights/insertion levels, and other relevant factors.
- e. Analytical measurement plan to track success, determine the effectiveness of paid media efforts, and plans for mid-course adjustments if desired outcomes are not being achieved.
- f. Negotiation of bonus media weight or added-value media.
- g. Proof of performance consisting of, but not limited to, progress reports, media vendor invoices, tear sheets, affidavits of performance for broadcast, vendor invoices, match reports, air checks, screenshots, photographs, and third-party media tracking solutions to ensure campaign delivery and to verify media billings.
- h. Whenever possible, the contractor shall always negotiate for value-added.

C.3.5.3 SUBTASK 5.3 – MEDIA PLATFORMS

The contractor shall develop and/or customize traditional media products and user-centered digital destinations that may include, but are not limited to: radio, TV, print, websites, mobile applications, social media pages/handles, and other media development platforms. The contractor shall identify and describe potential information types and sources, and the procedures to be used in obtaining, organizing, analyzing, and incorporating cultural knowledge and media environment information, gained in the execution of **Section C.3.3**, into products and content. The following are the deliverables for media platforms (**Section F, Deliverables 21 and 22**); the

contractor shall work with the Government to determine the appropriate existing and required platform(s):

- a. **Traditional Media** – the contractor shall produce and broadcast regularly scheduled and contingency radio and TV messages (Satellite and Broadcast), advertisements, and shows. The contractor shall provide one method, at minimum, at the end of each broadcast to enable listener feedback, as required. The contractor shall produce and disseminate print media that may include: billboards, posters, handbills, newspapers, periodicals, brochures, and comic books. The contractor shall provide additional media types as they become available or are determined to be relevant to the program, target audience, or target environment.
- b. **Websites** – the contractor shall be responsible for implementing a scalable and non-proprietary content management system (CMS) and establishing a secure and stable hosting environment. Websites shall utilize device-agnostic responsive design (mobile) and adhere to usability best practices. The CCMD requires that all CCMD website platforms be operational and accessible on the Internet 24 hours a day, seven days a week (24/7), with a 99 percent reliability rate (at the host location). The CCMD also requires U.S.-based secure hosting environments, preferably in a cloud hosting environment. Websites will require one-click attribution, clearly identifying that information is being provided by the CCMD.

The contractor shall conduct continuous security monitoring of all hosting platforms under control of the contractor. The contractor shall employ industry best practices for proactive information security such as virus scan tools to include intrusion detection and countermeasures, daily preventive security scans, virus and Trojan horse protection, daily incremental backups, and weekly complete backups. The contractor shall maintain compliance with Industry and DoD Information Assurance Vulnerability Advisories published by the DoD Computer Emergency Response Team (CERT) as applicable.

The contractor, after getting final approval from the CCMD, shall secure rights to the chosen Uniform Resource Locators (URLs), as well as those of similar URLs (i.e., .com, .net, .info, .org, etc.) as required by the CCMD.

The contractor shall develop and obtain content for use on existing and new websites. Examples of content to be developed include: text, graphics, video, audio, and audio-visual components, including articles, features, photographs, downloads, podcasts, and all information features on the web pages. This content may also be used on social media pages in addition to the websites. The contractor shall measure and report website performance, reach, and effectiveness.

- c. **Mobile Applications** – the contractor shall maintain and/or develop custom mobile applications across potential mobile platforms such as iOS, Android, Windows, and Blackberry. The custom mobile applications shall include mobile user experience and human computer interaction best practices. The contractor shall provide expertise in development frameworks which can include, but are not limited to Django, PostgreSQL, and CouchDB. All mobile applications shall be machine and user tested across devices, platforms, and operating systems. In addition, the contractor shall provide expertise in successfully receiving approvals for applications to be listed on Apple iTunes, Google Play, Windows Store, and other relevant mobile application marketplaces. The contractor

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shall measure and report mobile application performance, reach, and effectiveness. The contractor shall report metrics for each mobile application, such as application downloads, visitors per day, content accessed, time spent on application, location of visitor (if available), and engagement metrics (e.g., comments, likes, shares).

- d. **Social Media Pages and Handles** – the contractor shall maintain existing and may be required to setup and customize social media profiles, pages, handles (e.g., Facebook Company pages, Twitter accounts, YouTube channels, etc.), and implement industry best practices. The contractor, after receiving final approval from the CCMD, shall secure rights to the chosen social media handles as required by the CCMD. The contractor shall establish and receive CCMD approval on a comment feedback system to receive, translate, recommend approval of, and post, as appropriate, all comments regarding content including, but not limited to, original individual features or news summaries.

The contractor shall identify and provide to the Government potential information types, sources, and procedures to be used in obtaining, organizing, analyzing, and incorporating this information into online content. Content requirement will consist of text, graphics, video, audio, and audio-visual components including articles, features, photographs, downloads, podcasts, and all information features on the web pages, mobile applications, and associated social media sites. Content submitted by the contractor shall demonstrate an intimate knowledge of the regional media markets, as well as the cultural, social, political, and economic dynamics for the target region and target audiences. Content should demonstrate an understanding and reflection of local and regional perspectives, to include the use of indigenous terms and dialects. Content shall use items and events of regional interest and developed techniques to transmit timely, accurate, and comprehensive messages as required by the Government. Content shall provide open and unbiased analyses of major events in the targeted regions and the ramifications of those events on the target audiences. Content shall be oriented toward identified foreign, target audiences and not on U.S. audiences. Except when directed, content shall not replicate the role of DoD Public Affairs or address U.S. foreign policy issues. Content providers should have native/indigenous understanding with backgrounds in journalism, politics, academics, security, culture, entertainment, and other aspects of Government overseas operations, which appeal to identified foreign target audience.

The contractor shall measure and report social media pages and handles performance, reach, and effectiveness. The contractor shall report metrics, such as social media data by type (Facebook, Twitter, YouTube, etc.), to include: likes, tweets, re-tweets, views, referrals, new likes/followers.

- e. **Email** – the contractor shall implement and customize an email management service (EMS) to manage, deploy, and report on all email communications to support distribution of direct email marketing (e.g., daily summaries, topic specific email summaries, etc.). The contractor shall provide translated emails to the CCMD within a reasonable time period (48 hours or less). The contractor shall be responsible for providing any translation and the translation shall be languages in which the content is published. If an email or comment is received outside of the content language(s), then a computer based translation service may be used.

- f. **Emerging Platforms** – the contractor shall develop and/or customize user-centered digital destinations on new or emerging digital platforms as they become available or are determined to be relevant to programs.

C.3.5.4 SUBTASK 5.4 – DIGITAL PLATFORMS SUPPORT

The contractor shall provide support to ensure successful execution across all subtasks. The support shall include, but is not limited to:

- a. **User Support** – the contractor shall provide user support across all digital platforms (e.g., mobile applications, websites, social media platforms, etc.), within an established service-level (e.g., responses to user questions within three hours).
- b. **Client Support** – the contractor shall provide on-call analytical, technical, and consulting support to maintain digital platforms on a 24/7 basis. The service level for such client support shall be one hour response during business hours (0800 to 1700 for the client’s local time zone) and three hour response time outside of business hours.

C.3.6 TASK 6 – IO PLANNING SUPPORT AND ENGAGING LOCAL PARTNERS (OPTIONAL)

C.3.6.1 SUBTASK 1 – IO PLANNING SUPPORT

The contractor shall support the CCMDs in conducting research, forming capabilities, and developing and executing IO plans. The contractor shall provide expertise in articulating information requirements needed to drive IO planning; establishing regular reporting criteria and timelines to satisfy operational and theatre IO information requirements; and, interfacing with other theater intelligence activities.

The contractor shall support activities including, but not limited to, the following:

- a. Integrate and synchronize theater IO efforts into IO plans and operations to address current and future Operation Plans (OPLANs).
- b. Review all Electronic Warfare (EW), MISO, Military Deception (MILDEC), Cyberspace Operations (CO), and Operations Security (OPSEC) activities.
- c. Analyze the development of procedures, organizations, and the allocation of IO responsibilities and tasks to intelligence and operational organizations across the region.
- d. Support the analysis and implementation of IO and Integrated Joint Special Technical Operations (IJSTO) tools and capabilities.
- e. Support IO in experiments, exercises, and other events.
- f. Design and insert IO activities into the CCMD Regional/Country Cooperation Plans (RCP/CCP).
- g. Support development of CONOPS and requirements for IO capabilities and programs that will enhance warfighting capabilities.
- h. Provide options that utilize IO and Special Technical Operations (STO) capabilities to enhance current operations, crisis response, and force protection.

- i. Provide support to the conduct of theater scenario exercises with Command elements utilizing strategic and operational IO capabilities.

C.3.6.2 SUBTASK 2 – ENGAGING LOCAL PARTNERS

The contractor shall provide best practices, expertise, and/or training on the use of traditional and digital media to local partners. The contractor shall develop and implement a training curriculum that creates training relevant to the media environment and the counter terrorism mission set. The contractor shall also provide lessons learned and best practices for operating in the relevant target location to the local partners.

C.3.7 TASK 7 – ADDITIONAL SUPPORT AS NEEDED (OPTIONAL)

As directed by the Government, the contractor shall provide additional support within the scope of Sections C.3.1-C.3.5 and C.3.6, if the optional task is exercised. The scope of this task is the same as the above tasks; however, work under this task shall support unplanned contingencies. This support could be provided to other components of DoD and other Government agencies that serve as partners in this effort. Supporting additional CCMDs, not listed in **Section C.3**, with counter-threat IO is also within scope of this task. This task may also require support outside of the AOIs that are currently known.

The intent of this task is to provide additional support that is able to adapt to the changing environment and to leverage the efficiencies that can be gained by using the content developed under this TO for partners and AOIs. Due to the unpredictable nature of operating in theater and in complex geographic areas that have unstable political environments, this task may also require additional effort that is not currently known to ensure that this support can be maintained at the level of effort required to operate in these areas. As a result, this task may require the contractor to provide research or a media campaign effort that is currently not known, but requires a level of effort that significantly exceeds that of the current, known media environments that is within the counter-threat mission.

SECTION D - PACKAGING AND MARKING

D.1 PACKAGING AND MARKING DELIVERABLES

Packaging and marking of all deliverables must conform to normal industry packing standards to assure safe delivery at destination.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 PLACE OF INSPECTION AND ACCEPTANCE

Inspection and acceptance of all work performance, reports, and other deliverables under this TO, shall be performed by the FEDSIM COR and the TPOC.

E.2 SCOPE OF INSPECTION

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection, unless otherwise specified.

E.3 BASIS OF ACCEPTANCE

The basis for acceptance shall be in compliance with the requirements set forth in the TO, the contractor's proposal, and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

For media content development, the final acceptance will occur when all discrepancies, errors, or other deficiencies identified in writing by the Government have been resolved, through documentation updates, program correction, or other mutually agreeable methods.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables shall either be incorporated in the succeeding version of the deliverable, or the contractor shall explain to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the quality assurance requirements stated within this TO, the document may be rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

E.4 DRAFT DELIVERABLES

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

SECTION E - INSPECTION AND ACCEPTANCE

E.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The FEDSIM CO/ COR will provide written notification of acceptance or rejection (**Section J, Attachment O**) of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

E.6 NON-CONFORMING PRODUCTS OR SERVICES

Non-conforming products or services will be rejected. Deficiencies shall be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

If the contractor does not provide products or services that conform to the requirements of this TO, the Government will document the issues associated with the non-conforming products or services in the award fee determination report, and there will be an associated reduction in the award fee earned.

SECTION F – DELIVERABLES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

The period of performance for this TO is a one-year base period and four, one-year options.

Base Period: September 30, 2016 – September 29, 2017

Option Period 1: September 30, 2017 – September 29, 2018

Option Period 2: September 30, 2018 – September 29, 2019

Option Period 3: September 30, 2019 – September 29, 2020

Option Period 4: September 30, 2020 – September 29, 2021

F.2 PLACE OF PERFORMANCE

Place of Performance is both CONUS and OCONUS and may include, but is not limited to, the following locations:

CONUS: MacDill Air Force Base, Florida. Travel and support may be required to other CONUS locations. Support for this TO will require access to prime contractor-owned space cleared for Secret work within 50 miles of MacDill Air Force Base, Florida.

OCONUS: U.S. Army Garrison (USAG) Stuttgart, Germany and USCENTCOM, USEUCOM, and USAFRICOM AOR countries. In addition, support may be required in United States Pacific Command (USPACOM) AOR countries.

There is no place of performance requirement for personnel supporting this TO with the exception of the Program Manager and IO Lead Key Personnel and personnel providing long-term support in OCONUS locations as designated by the Government.

F.3 TASK ORDER SCHEDULE AND MILESTONE DATES

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

DEL: Deliverable

DFARS: Defense Federal Acquisition Regulation Supplement

IAW: In Accordance With

NLT: No Later Than

TO: Task Order

TOA: Task Order Award

All references to days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall deliver the deliverables listed in the following table on the dates specified:

DEL. #	MILESTONE/ DELIVERABLE	TO REFERENCE	DATE OF COMPLETION/ DELIVERY	GOV'T RIGHTS IN DATA
	Project Start (PS)		September 30, 2016	

SECTION F – DELIVERABLES OR PERFORMANCE

DEL. #	MILESTONE/ DELIVERABLE	TO REFERENCE	DATE OF COMPLETION/ DELIVERY	GOV'T RIGHTS IN DATA
01	Kick-Off Meeting Agenda	C.3.2.1	NLT 3 workdays prior to Kick-Off Meeting	
02	Kick-Off Meeting	C.3.2.1	Within 25 workdays of TOA	
03	Copy of Redacted TO (initial award and all modifications)	F.4	Within 10 workdays after the kickoff meeting and 10 workdays after TO modifications	
04	Meeting Reports	C.3.2.1, C.3.2.3, and C.3.2.6	5 workdays after the meeting occurs	DFARS 252.227-7013
05	Reserved			
06	Monthly Status Report	C.3.2.2	Monthly, 10 th calendar day of the next month	DFARS 252.227-7013
07	Project Management Plan and Major Milestone Schedule – Draft/Updates	C.3.2.4 and C.3.2.5	Due at Kick-Off Meeting and then updated annually, at minimum	DFARS 252.227-7013
08	Project Management Plan and Major Milestone Schedule – Final	C.3.2.4	10 workdays after receipt of Government comments	DFARS 252.227-7013
09	Lessons Learned Reports	C.3.2.7	Annually, at minimum	DFARS 252.227-7013
10	Trip Report(s)	C.3.2.9	Within 10 workdays following completion of each trip, as required	DFARS 252.227-7013
12	Transition-In Plan – Final Draft	C.3.3.1	Due at Kick-Off Meeting	DFARS 252.227-7013
13	Transition-In Plan – Final	C.3.3.1	10 workdays after receipt of Government comments	DFARS 252.227-7013
14	Transition-Out Plan – Draft	C.3.3.2	Within 6 months of PS	DFARS 252.227-7013
15	Transition-Out Plan – Final	C.3.3.2	10 workdays after receipt of Government comments	DFARS 252.227-7013
16	Transition-Out Plan – Updates	C.3.3.2	Annually and then quarterly during final Option Period	DFARS 252.227-7013

SECTION F – DELIVERABLES OR PERFORMANCE

DEL. #	MILESTONE/ DELIVERABLE	TO REFERENCE	DATE OF COMPLETION/ DELIVERY	GOV'T RIGHTS IN DATA
17	Demographic/Segment Data	C.3.4.1	The contractor shall begin within 24 hours of receipt of the Government provided program or operation.	DFARS 252.227-7013
18	Target Market Research Report	C.3.4.2	IAW PMP	DFARS 252.227-7013
19	Survey Report and Original Survey Data	C.3.4.3	IAW PMP	DFARS 252.227-7013
20	Media Campaign Strategy and Execution Plan	C.3.4.4	The contractor shall begin development within 24 hours of receipt of the Government provided program or operation.	DFARS 252.227-7013
21	Original Sources Files of Videos, Images, and all other Inputs Gathered and used in the Development of Targeted Messages and Materials	C.3.5.1 and C.3.5.3	IAW PMP and/or Approved Media Campaign Strategy and Execution Plan	DFARS 252.227-7020
22	Targeted Messages and Materials	C.3.5.1 and C.3.5.3	IAW PMP and/or Approved Media Campaign Strategy and Execution Plan	DFARS 252.227-7013 and DFARS 252.227-7020
23	Paid Media Plans	C.3.5.2	IAW Approved Media Campaign Strategy and Execution Plan	DFARS 252.227-7013
24	OPSEC SOP	H.9	Within 90 calendar days of contract award	DFARS 252.227-7013
26	Annual Reconciliation IAW DSSR	H.19.1	Annually, NLT January 30	

SECTION F – DELIVERABLES OR PERFORMANCE

The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set forth in this TO. The Government reserves the right to treat non-conforming markings in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 252.227-7013 and 252.227-7020.

F.4 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT

The contractor agrees to submit, **within ten workdays from kickoff meeting and the date of the FEDSIM CO's execution of the TO modification** (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA (**Section F, Deliverable 03**). The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 United States Code (U.S.C.) § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall explain why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

F.5 DELIVERABLES MEDIA

The contractor shall deliver all electronic versions by email, as well as, placing in the Government's designated repository. Upon Government request, the contractor shall deliver electronic versions via removable media. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- a. Text: MS Word
- b. Spreadsheets: MS Excel
- c. Briefings: MS PowerPoint
- d. Drawings: MS Visio
- e. Schedules: MS Project

The contractor may provide deliverables in PDF format only if approved by the FEDSIM COR and TPOC.

In addition, the following deliverables have specific formatting requirements. The contractor shall provide the deliverables listed in the following table in the required format specified:

DEL.	DELIVERABLE	TO	FORMAT REQUIRMENTS
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SECTION F – DELIVERABLES OR PERFORMANCE

#		REFERENCE	
19	Survey Report and Original Survey Data	C.3.4.3	The contractor shall provide quantitative raw data files as Statistical Package for the Social Sciences (SPSS) .sav files with a PDF codebook of survey results and a final copy of the fielded, translated questionnaire in English and the local interview language.
21	Original Sources Files of Videos, Images, and all other Inputs Gathered and used in the Development of Targeted Messages and Materials	C.3.5.1	<p>a. The contractor shall deliver images in a user friendly file format such as Portable Network Graphics (PNG) or Joint Photographic Experts Group (JPEG). The images produced may be either high resolution or low resolution such as video taken with a cell phone but shall be of sufficient resolution for the subject to be recognizable and easily understood or identified. The images produced by the contractor shall be “original” and the contractor shall keep records of image sources. The contractor shall deliver all images via Government established platform.</p> <p>b. The contractor shall deliver “b-roll” videos in Moving Picture Experts Group (MPEG) or any popular cell phone video compression format. The “b-roll” videos produced may be either high resolution or low resolution such as video taken with a cell phone but shall be of sufficient resolution for the subject to be recognizable and easily understood or identified. The “b-roll” videos produced by the contractor shall be “original” and the contractor shall keep records of image sources. The contractor shall deliver all “b-roll” videos via Government established platform.</p>
22	Targeted Messages and Materials	C.3.5.1	<p>The contractor shall deliver MISO video products in a format for dissemination on common Internet-based applications and platforms such as YouTube. The contractor shall create the products in additional file formats upon Government request.</p> <p>Additionally, the Government may request the</p>

SECTION F – DELIVERABLES OR PERFORMANCE

			contractor to format video products and “b-roll” videos on Mini Digital Multi-media (MDV) in Phase Alternating Line (PAL) format or DVD. Audio specifications shall be no less than 16 bits at 48 kHz. The contractor shall provide copies of the video products in electronic or on DVD formats as requested by the Government.
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F.6 PLACE(S) OF DELIVERY

Unclassified deliverables or correspondence shall be delivered to the FEDSIM COR. Classified deliverables or correspondence shall be delivered according to the CCMDs designated process. The FEDSIM COR name, address, and contact information will be provided at award.

Copies of all deliverables shall also be delivered to the TPOC. The TPOCs names, addresses, and contact information will be provided at award.

F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (**Section J, Attachment N**) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

G.1 CONTRACTING OFFICER’S REPRESENTATIVE (COR)

The FEDSIM CO appointed a FEDSIM COR in writing through a COR Appointment Letter (**Section J, Attachment A**). The FEDSIM COR will receive, for the Government, all work called for by the TO and will represent the FEDSIM CO in the technical phases of the work. The FEDSIM COR will provide no supervisory or instructional assistance to contractor personnel.

The FEDSIM COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the FEDSIM CO by properly executed modifications to the Contract or the TO.

G.1.1 TECHNICAL POINT OF CONTACT (TPOC) AND REGIONAL POINT OF CONTACT (RPOC)

The FEDSIM CO will appoint a TPOC and RPOC in writing through TPOC and RPOC Appointment Letters.

There will be one TPOC and several RPOCs. Unless indicated by and pertaining to a regional combatant command or joint task force, the TPOC listed below will serve as the TPOC for all duties in this task order. The TPOC will be located at MacDill Air Force Base, Florida, and also serve as the RPOC for USCENTCOM. RPOCs will provide support to the TPOC and the FEDSIM COR for performance matters pertaining to their specific combat command or joint task force, to include signing of RIPs and TARs. The TPOC and RPOCs are responsible for the performance of the TO requirements and do not have any supervisory authority over contractor personnel. The TPOC is also not authorized to change any of the terms and conditions, scope, and price of the TO. Changes to the scope of work will be made only by the FEDSIM CO via properly executed TO modifications.

G.1.2 CONTRACT ADMINISTRATION CONTACT INFORMATION

Contracting Officer:

Jakenberg N. Almuete
GSA FAS AAS FEDSIM (QF0B)
1800 F Street, NW (Suite 6300)
Washington, D.C. 20405
Telephone: (202)-341-9033
Email: jake.almuete@gsa.gov

Contracting Officer’s Representative:

Michael D. Pratt
GSA FAS AAS FEDSIM (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: 202-856-5093
Email: Michael.pratt@gsa.gov

SECTION G – CONTRACT ADMINISTRATION DATA

Alternate Contracting Officer's Representatives:

Jameka Smith
GSA FAS AAS FEDSIM (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: (202) 658-9347
Email: jameka.smith@gsa.gov

Alternate Contracting Officer's Representatives:

Somer Kellington
GSA FAS AAS FEDSIM (QF0B)
5426 Bay Center Drive, Suite 230
Tampa, FL 33609
Telephone: (813) 335-3637
Email: somer.kellington@gsa.gov

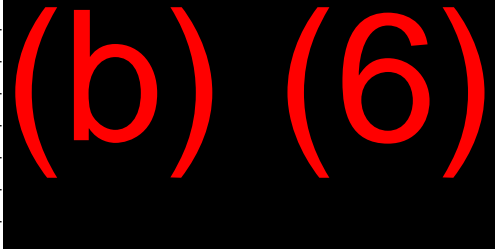
Technical Point of Contact:

(b) (6)

CTMSP Regional POCs:

Combatant Command/ Task Force	RPOC
USAFRICOM	(b) (6)
USAFRICOM-Alternate	
USEUCOM	
SOUTHCOM J39	
JIATF-S	
SOCNORTH	
SOCKOR	
SOCCENT	
SOCCENT	
DOS-GEC	
DOS-GEC (Alternate)	
USFOR-A	
USFOR-A (Alternate)	
USARPAC	
USFK-J39	

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CJTF-OIR		
SOJTF-OIR		
SOCOM		
SOCOM (Alternate)		
NORTHCOM		
IWTF-C (Qatar)		
MARCENT		
SOC PAC		

G.2 INVOICE SUBMISSION

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice:

Task Order Number: GSQ0016AJ0059

Paying Number: 21434668

FEDSIM Project Number: 47QFCA21Z0788 (DE0078)

Project Title: Counter-Threat Messaging Support Program (CTMSP)

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Assisted Services Shared Information System (ASSIST) to submit invoices. The contractor shall manually enter CLIN charges into Central Invoice Services (CIS) in the ASSIST Portal. Summary charges on invoices shall match the charges listed in CIS for all CLINs. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Log in using your assigned Identification (ID) and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the *Create New Invoice* button. By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. The contractor shall provide invoice backup data, as an attachment to the invoice, in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category. The FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment. A paper copy of the invoice is required for a credit.

The contractor is certifying, by submission of an invoice in the CIS, that the invoice is correct and proper for payment.

If there are any issues submitting an invoice, contact the Assisted Acquisition Services Business Systems (AASBS) Help Desk for support at 877-472-4877 (toll free) or by email at AASBS.helpdesk@gsa.gov

G.3 INVOICE REQUIREMENTS

The contractor shall submit a draft copy of an invoice to the FEDSIM COR and TPOC for review prior to its submission to GSA. The draft invoice shall not be construed as a proper

SECTION G – CONTRACT ADMINISTRATION DATA

invoice in accordance with FAR 32.9 and GSAM 532.9. The contractor shall submit simultaneous copies of the invoice to both GSA and the client POC. Receipts are provided on an as requested basis, unless otherwise specified.

If the TO has different contract types (CPAF, CPFF and Cost Reimbursement), each should be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion. Upon project completion, the contractor shall provide a final invoice status update monthly.

Regardless of contract type, the contractor shall report the following data:

- a. Contract Number (For OASIS, the OASIS MA-IDIQ number).
- b. Task Order Award Number (NOT the Solicitation Number).
- c. Contractor Invoice Number.
- d. Contractor Name.
- e. POC Information.
- f. Current period of performance.

G.3.1 COST-PLUS-AWARD-FEE (CPAF) CLINs (for LABOR)

The contractor may invoice monthly on the basis of cost incurred for the CPAF CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company
- c. Employee OASIS labor category
- d. Direct Labor Rate for each TO Labor Category
- e. Monthly and total cumulative hours worked
- f. Effective hourly rate
- g. Any cost incurred not billed
- h. Labor adjustments (from any previous months (e.g., timesheet corrections))
- i. Current approved billing rate percentages in support of costs billed.

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges at a minimum at the cost center level and shall also include the Overhead and General and Administrative rates being applied.

The contractor may invoice after accepting the modification which includes the award fee determination and any corresponding deobligation of unearned fee. See the Award Fee Determination Plan in **Section J, Attachment I** for additional information on the award fee determination process.

SECTION G – CONTRACT ADMINISTRATION DATA

When the Incurred Cost method is used to determine the Award Fee Pool Allocation for an Award Fee period, the incurred cost shall be calculated using approved provisional billing rates as established by the cognizant Government auditor, in accordance with FAR 42.704. Approved provisional billing rates shall not be adjusted for the purpose of accumulating incurred costs and calculating the Award Fee Pool Allocation.

G.3.2 MATERIALS AND EQUIPMENT AND OTHER DIRECT COSTS (ODCs)

The contractor may invoice monthly on the basis of cost incurred for the Material and Equipment and ODC CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Materials and Equipment and/or ODCs purchased
- b. Request to Initiate Purchase (RIP) identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Fixed Fee (**CLINs X005 ODCs only**)

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges and Fee in accordance with the contractor's Defense Contract Audit Agency (DCAA) cost disclosure statement.

G.3.3 TRAVEL

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Joint Travel Regulation (JTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Federal Travel Regulation (FTR) Volume 2, DoD Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR/DSSR, as applicable. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN/Task. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel

SECTION G – CONTRACT ADMINISTRATION DATA

- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Total charges
- k. Explanation of variances exceeding ten percent of the approved versus actual costs
- l. Indirect handling rate

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges in accordance with the contractor's DCAA cost disclosure statement.

G.4 TASK ORDER (TO) CLOSEOUT

The Government will unilaterally close out the TO no later than six years after the end of the TO period of performance if the contractor does not provide final DCAA rates by that time.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

The NAICS code for this TO is 541890 - Other services related to advertising.

H.2 PRODUCT SERVICE CODES (PSC)

The PSC is R701 - Advertising Services. The contractor shall enter the PSC in the OASIS Management Module for the TO award.

H.3 KEY PERSONNEL

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO. Therefore, the Government will evaluate up to six additional Key Personnel as proposed by the contractor. The Key Personnel must possess all MANDATORY qualifications (those designated as “required”) at time of proposal submission.

- a. Program Manager (PM)
- b. IO Lead
- c. Research Branch Chief
- d. Field Support Branch Chief
- e. Global Campaign Branch Chief

The Government desires that Key Personnel be assigned for the duration of the TO.

H.3.1 PROGRAM MANAGER (PM)

The contractor shall identify a PM to serve as the Government’s primary POC. The PM is required to provide overall leadership and guidance for all contractor personnel assigned to the TO including assigning tasks to contractor personnel, supervising on-going technical efforts, and managing overall TO performance. The PM is responsible for the quality and efficiency of the TO, to include both technical issues and businesses processes. It is required that the PM be an employee of the prime contractor and have the authority to commit the contractor’s organization and make decisions for the contractor’s organization in response to Government issues, concerns, and comments. The PM shall also be proactive in alerting the Government to potential contractual, programmatic, or resource limitation issues. The PM shall work within 50 miles of MacDill Air Force Base, Florida; and, occasional travel to CONUS and OCONUS locations shall be required.

It is required that the PM has the following qualifications:

- a. A Top Secret (TS) Clearance with Sensitive Compartmented Information (SCI) eligibility.
- b. An active Project Management Institute (PMI) Project Management Professional or Program Management Professional (PgMP) certification and/or Defense Acquisition Workforce Improvement Act (DAWIA) Level III Program Management certification.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

- c. A minimum of five years of experience managing a program similar in complexity to the requirements of this TO and with a value of at least \$100 million over a period of performance of five years.

It is desired that the PM has the following qualifications:

- a. Recent experience (within the past ten years) managing projects with multiple performance locations both CONUS and OCONUS including locations in the USCENTCOM, USAFRICOM, or USEUCOM AORs.
- b. Recent experience (within the past ten years) deploying personnel to multiple performance locations OCONUS including locations in the USCENTCOM, USAFRICOM, and USEUCOM AORs.
- c. Knowledge of the SOFA and TESA/ASSA requirements for Djibouti, Afghanistan, Kuwait, Iraq, Germany, Spain, and Italy.

H.3.2 INFORMATION OPERATIONS (IO) LEAD

The contractor shall identify an IO lead to manage IO activities for the contractor's operations in the USCENTCOM, USAFRICOM, and USEUCOM AOR primarily. The IO lead shall be located at MacDill Air Force Base, Florida. One work station will be provided in accordance with **Section H.5**; and, occasional travel to CONUS and OCONUS locations shall be required.

It is required that the IO lead has the following qualifications:

- a. A TS Clearance with SCI eligibility.
- b. A minimum of ten years of experience with IO at the service or joint level working on projects that support operations in the USCENTCOM, USAFRICOM, or USEUCOM AORs. This shall include experience at both the operational and tactical level; it is not required that the operational and tactical level experience has occurred concurrently.

It is desired that the IO lead has the following qualifications:

- a. A minimum of a total of two years of experience working on projects that support operations in the USCENTCOM, USAFRICOM, and USEUCOM AORs.

H.3.3 KEY PERSONNEL SUBSTITUTION

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the FEDSIM CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the FEDSIM CO and COR of the existing TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel substituted. If the FEDSIM CO and COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination.

H.4 NON-KEY PERSONNEL

At the prime and subcontractor level and below, the contractor may utilize foreign-owned companies or individuals. Any and all “Western” citizens involved in this effort will not enter ISIL-controlled territory. It is desired that local photographers and videographers are utilized to document the negative effects on life in areas under violent extremist control and to capture positive aspects of Government and coalition actions. Contractor personnel shall be required to coordinate and work with military, civilian, and contractor personnel.

H.5 GOVERNMENT-FURNISHED PROPERTY (GFP)

The contractor shall determine the most appropriate location(s) for the work to be performed. The Government will provide at least one work space at MacDill Air Force Base, Florida, one work space at USAG Stuttgart, and additional work space at various locations OCONUS as required. GFP includes desks, chairs, personal computers, telephones, building badges (i.e., Common Access Card (CAC)) to enter Government facilities, and basic access to printers, fax machines, scanners, and copy machines. Government-issued laptops or network access will be provided to contractor personnel as required. OCONUS GFP may be limited due to space and equipment issues.

The contractor shall safeguard and secure all GFP in accordance with DoD governing policies and procedures. All GFP including, but not limited to, IT equipment, software, communication devices, telephones, access cards, office furniture, and supplies shall be returned to TPOC upon the departure of each responsible contractor employee or at the end of the TO whichever date comes earlier. Use of all GFP for other than Government work is strictly prohibited.

H.5.1 CONTRACTOR ACQUIRED PROPERTY (CAP)

FAR 45.101 defines CAP as property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title. The contractor shall account for all CAP for return to the Government at the end of the period of performance.

The contractor shall account for all CAP in accordance with (IAW) FAR 45.105 and a designated user shall sign for all CAP and shall be accountable for inventory requirements and loss of or damaged CAP IAW DFARS 252.245-7002, Reporting Loss of Government Property, and other applicable references.

The contractor shall be responsible for all CAP and the contractor shall ensure that its personnel possess the inherent capability to execute standard maintenance for all CAP.

H.6 GOVERNMENT-FURNISHED INFORMATION (GFI)

The Government will provide all information necessary for completion of the requirements after TOA.

Use of all GFI for other than Government work is strictly prohibited.

Contractor personnel supporting this TO may require access to SCI, Special Access Program (SAP), Alternate Compensatory Control Measure (ACCM), North Atlantic Treaty Organization (NATO), Foreign Government Information (FGI), and/or Intelligence information in the

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performance of their efforts under this TO. These accesses will be granted on a need-to-know basis, based on the specific requirements, in coordination with the Government.

H.7 SYSTEMS, CERTIFICATIONS, AND CLEARANCES

H.7.1 COST ACCOUNTING SYSTEM

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

An adequate accounting system is a system that is approved by the OASIS CO, in consultation with the Defense Contract Audit Agency (DCAA) and provides for the proper segregation, identification, accumulation, and allocation of direct and indirect costs for Government procurements.

For OASIS, adequate accounting systems are mandatory. The contractor must maintain an adequate accounting system for the entire term of the OASIS contract. The contractor shall notify the OASIS CO and designated Ordering Contracting Officer (OCO) for affected TOs, in writing, if there are any changes in the status of its accounting system and provide the reasons for the change and copies of audit reports, as applicable.

H.7.2 PURCHASING SYSTEMS

The objective of a contractor purchasing system assessment is to confirm it is a Government-approved purchasing system and evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting. A Government approved purchasing system (e.g. approved by DCAA or DCMA) in accordance with DFARS 252.244-7001 is mandatory.

Prior to the award of a TO the FEDSIM CO shall verify the validity of the contractor's purchasing system. Thereafter, the contractor is required to certify to the FEDIM CO no later than 30 calendar days prior to the exercise of any options the validity of its purchasing system (**Section F, Deliverable 05**). Additionally, if reviews are conducted of the purchasing system after the exercise of the option, the contractor shall provide the results of the review to the FEDSIM CO within ten workdays from the date the results are known to the contractor.

H.8 CERTIFICATIONS

Per DoD 8570.01-M, DFARS 252.239-7001, and other applicable DoD regulations, the contractor personnel supporting Information Assurance/Information Technology (IA/IT) functions shall be appropriately certified upon contract award.

H.9 SECURITY REQUIREMENTS

The contractor shall have access to classified information worldwide and is authorized to use the Defense Technical Information Center (DTIC) and the Defense Courier Service (DCS) as

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applicable. No contractor generated Communications Security (COMSEC) or GFI may be provided to DTIC. All deliverables prepared by the contractor shall bear the statement "Not Releasable to the Defense Technical Information Center per DoD Directive 5100-38." The contractor shall require access to Secret, TS, COMSEC, DTIC, SCI, Non-SCI, NATO, and For Official Use Only (FOUO) information.

The contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified Confidential, Secret, or TS and requires contractors to comply with the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (NISPOM) (DoD 5220.22-M), and any revisions to DoD 5220.22-M, notice of which has been furnished to the contractor.

All classified systems and personnel security must be IAW the NISPOM. Contractor personnel performing IT sensitive duties are subject to investigative and assignment requirements IAW Information Assurance, Personnel Security, and other affiliated regulations. Additional OPSEC requirements to the NISPOM are in effect, and the Government will provide its OPSEC Plan to the contractor. The contractor shall develop an OPSEC SOP/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer, per DoD regulations in accordance with (**Section F, Deliverable 24**). This SOP/Plan will include the Government's critical information provided in its OPSEC Plan, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. The contractor shall implement its OPSEC SOP/Plan upon approval by the Government. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. The contractor shall ensure this individual becomes OPSEC Level II certified per DoD reference.

The contractor shall also require access to all applicable program/project Security Classification Guides (SCG), the Intelligence Community Information Technology Enterprise (IC ITE), the National Security Agency Network (NSANet), the Secure Internet Protocol Router Network (SIPRNet), and the Non-Secure Internet Protocol Router Network (NIPRNet) as applicable to the systems being supported. The contractor is authorized access to all Program SCG(s) applicable to the contractor's performance and any other classification guidance that is levied by the Government, at a minimum this includes:

- a. The Joint Counter Radio Controlled Improvised Explosive Device Electronic Warfare (JCREW) Program SCG dated April 2, 2007
- b. PdM Prophet SCG for Electronic Support and Surveillance
- c. Systems (Non-Signals Intelligence (SIGINT) U//FOUO Tactical Collection Systems) dated June 29, 2012
- d. PM Mission Command SCG for Fires Cells Systems dated June 12, 2012

The contractor shall be responsible for safeguarding all Government items, property, equipment, etc. provided for its use and shall ensure all requirements of the Controlled Inventory Item Code (CIIC) for the commodity or system (including local installation requirements) are adhered to. At the end of each work day, the contractor shall secure all Government facilities, equipment, and materials.

H.9.1 INFORMATION ASSURANCE / SECURITY

The contractor may have access to sensitive (to include privileged and confidential) data, information, and materials of the U.S. Government. These printed and electronic documents are for internal use only and remain the sole property of the U.S. Government. Some of these materials are protected by the Privacy Act of 1974 (AMENDED) and Title 38. Unauthorized disclosure of Privacy Act or Title 38 covered materials is a criminal offense.

All data placed on a DoD/Government computer network will be available for disclosure to anyone deemed to have the proper security clearance and need to know. Company proprietary data or information shall not be placed on the Government computer network. If company proprietary data is placed on the Government computer system, the contractor will not be afforded any protection beyond normal security measures.

H.9.2 FACILITY CLEARANCE LEVEL

A facility clearance level (FCL) is when a contractor's facility is eligible for access to classified information at the Confidential, Secret, or TS level. The FCL includes the execution of a DoD Security Agreement (DD Form 441 and DD Form 441-1) and Certificate Pertaining to Foreign Interests (SF 328). Under the terms of a FCL agreement, the Government agrees to issue the FCL and inform the contractor as to the security classification of information to which the contractor will have access. The contractor, in turn, agrees to abide by the security requirements set forth in the NISPOM.

The contractor must possess, or acquire prior to award of the TO, a facility clearance equal to the highest classification stated in **Section H.12** and on the Contract Security Classification Specification, DD Form 254 (**Section J, Attachment D**). This will ensure the contractor follows local security procedures while performing at the Government facility.

H.9.3 PERSONNEL SECURITY

Personnel requirements for this TO will range from no clearance requirement to TS clearance with SCI. Local nationals hired by the contractor do not require a clearance. Some contractor personnel under applicable Section C task areas are required to have an active TS clearance with SCI eligibility before performing any work under this TO.

The areas with contractor personnel that require a Secret clearance are as follows:

- a. Personnel whose duty station location is MacDill Air Force Base, Florida will be required to have a Secret clearance, at minimum.
- b. Personnel supporting USAFRICOM requirements under Tasks 3, 4, and 5.

The areas with contractor personnel that require a TS clearance with SCI eligibility are as follows:

- a. PM
- b. IO Lead
- c. Research Branch Chief
- d. Field Support Branch Chief

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- e. Personnel who are stationed in restricted locations at MacDill Air Force Base, Florida; this will include some personnel supporting Task 2.
- f. Personnel supporting USEUCOM requirements under Tasks 2, 3, 4, 5, 6, and 7 who are stationed at MacDill Air Force Base, Florida.

All contractor personnel requiring a clearance shall possess the relevant clearance before performing any work with classified information/data under this TO.

Contractor personnel shall comply with applicable installation, facility, and area commander installation/facility access and local security policies and procedures (provided by a Government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services, or Security Office. The contractor personnel must comply with all personal identity verification requirements as directed by DoD, Service, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this TO, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

H.9.4 CONTRACTOR IDENTIFICATION REQUIREMENTS

Contractor personnel shall be required to obtain a facility badge/identification (ID), CAC, and unclassified and/or classified system accounts (log-on and email). Contractor personnel shall be required to obtain and maintain security badges and adhere to the security requirements of the installation. Failure to safeguard any privileged information which may involve the contractor or the contractor's personnel, or to which they may have access, may subject the contractor and/or contractor's personnel to criminal liability under Title 18, Section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the contractor.

Contractor personnel performing services on DoD installations or other Government facilities shall ensure that they are readily identifiable as contractor personnel (including subcontractors and consultants). Contractor personnel with access to a DoD or other Government Local Area Network (LAN) systems shall:

- a. Identify themselves as contractor personnel at the onset of every telephone call made from a Government telephone or any other phone if the call is made in support of Government-related requirements and activities.
- b. Identify themselves as contractor personnel in all recorded messages including those, which are heard by callers attempting to contact contractor personnel via answering machines or voicemail.
- c. Identify themselves as contractor personnel at the onset of every meeting, conference, or any other gathering attended in support of any Government-related requirements or activities.
- d. Identify themselves as contractor personnel on any correspondence, documents, or reports accomplished or sent in support of any service provision to the Government including, but not limited to, correspondence sent via the U.S. Mail, facsimile, or email inclusive of out-of-office replies.

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- e. Wear or display contractor provided nametags, badges, or attire which display, at a minimum, the name of the contractor and their respective company.

H.9.5 CLASSIFIED ANNEX

The Contractor shall have access to a Government maintained CLASSIFIED ANNEX in Section J, Attachment U.

H.9.6 EMPLOYMENT POSTING

The contractor shall not make any employment posting pertaining to this procurement without prior FEDSIM COR approval and only in coordination with the USCENTCOM TPOC.

H.10 CONTRACTOR PERSONNEL TRAINING REQUIREMENTS

All references to contractor or contractor personnel in this section are inclusive of both prime contractor personnel and, if applicable, all subcontractor personnel.

The contractor shall provide fully trained and experienced technical and lead personnel required for performance. Training of contractor personnel shall be performed by the contractor at his/her own expense, except:

- a. When the FEDSIM COR or TPOC has given prior approval for training to meet special requirements that are peculiar to the TO.
- b. Limited training of contractor employee(s) may be authorized when the Government determines it to be in the best interest of the Government.
- c. The Government will not authorize training for contractor personnel to attend seminars, symposia, or user group conferences, unless certified by the contractor and the FEDSIM COR, that attendance is mandatory for the performance of TO requirements. When training is authorized by the FEDSIM COR and TPOC, in writing under the conditions set forth above, the Government will reimburse the contractor for tuition, travel, and per diem, if required.

The contractor shall ensure that all TO personnel comply with the mandatory training requirements for contractor personnel in accordance with DoD and local regulations. The specified training is mandatory for all contractor personnel to attain a Government CAC and access the Government LAN and automation systems.

All contractor personnel requiring access to DoD installations, facilities, and controlled access areas shall complete Anti-Terrorism (AT) Level I awareness training within 30 calendar days of the contractor personnel start date. The contractor shall submit certificates of completion for each contractor employee and subcontractor employee, to the FEDSIM COR within seven calendar days after completion of training by all TO personnel.

AT level I awareness training is available at the following website:

<https://atlevel1.dtic.mil/at>.

The contractor shall brief all contractor personnel on the local AT vigilance/awareness program (training standards provided by the requiring activity Anti-Terrorism Officer (ATO)). This local

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developed training will be used to inform contractor personnel of the types of behavior to watch for and instruct personnel to report any suspicious activity to the Government. This training shall be completed within 30 calendar days of contractor personnel start date. The contractor shall submit certificates of completion for each contractor employee and subcontractor employee, to the FEDSIM COR within seven calendar days after completion of training by all TO personnel.

All contractor personnel, to include subcontractor personnel, requiring access to DOD installations, facilities, and controlled access areas shall contact the local government AT/FP office with any AT/FP concerns.

Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All Contractor employees must complete annual OPSEC awareness training.

H.11 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS

H.11.1 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

- a. If a contractor has performed, is currently performing work, or anticipates performing work that creates or represents an actual or potential OCI, the contractor shall immediately disclose this actual or potential OCI to the FEDSIM CO in accordance with FAR Subpart 9.5. The nature of the OCI may involve the prime contractor, subcontractors of any tier, or teaming partners.

H.11.2 NON-DISCLOSURE REQUIREMENTS

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate Non-Disclosure Agreement (NDA) Form (**Section J, Attachment G**) and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Are listed on a signed Addendum to Corporate NDA Form (**Section J, Attachment G**) prior to the commencement of any work on the TO.
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information.
- c. Are instructed in FAR Part 9 for third-party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained from the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

H.12 CONTRACTOR FACILITY

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The contractor shall provide prime contractor-owned space cleared for Secret work within 50 miles of MacDill Air Force Base, Florida. This space shall be in accordance with the DD-254 (Section J, Attachment D).

H.13 MATERIALS AND EQUIPMENT AND/OR ODCs

The Government may require the contractor to purchase materials, equipment, and ancillary services, to include hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP) and maintain a readily available and up-to-date purchases and equipment list. The RIP (Section J, Attachment F) shall include the purpose, specific items, estimated cost (i.e., G&A, Indirect Handling Costs), estimated fee (if applicable), CTN, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the FEDSIM COR and without complying with the requirements of Section H.15, Commercial Supplier Agreements.

H.13.1 CELL PHONES

Cell phones or communication devices required to execute TO requirements may be acquired by the contractor at Government expense for OCONUS personnel. However, prior to any RIP submissions, the TPOC and contractor shall work in conjunction to determine which OCONUS personnel should receive a cell phone. All cell phone usage under this TO is limited to \$150 per phone per month. All charges incurred in excess of \$150 will not be reimbursed by the Government.

H.13.2 LEASING

All leasing requirements specified in the OASIS Pool 1 basic contract apply to this TO. If leasing occurs under this TO, the Government will not be the Lessee. Under no circumstances will the Government be deemed to have privity-of-contract with the Owner/Lessor of the Leased Items; or, will the Government be held liable for early termination/cancellation damages if the Government decides not to exercise an option period under a TO unless the contractor has specifically disclosed the amount of such damages (or the formula by which such damages would be calculated) as part of the RIP submission and the FEDSIM CO for the TO has specifically approved/allowed such damages as part of the TO terms and conditions.

H.13.2.1 VEHICLES

Vehicles may be required to support contractor operations at CONUS and OCONUS locations. The Government will identify all contractor vehicle requirements during performance of the TO. If the lease or purchase of a vehicle is required, the contractor shall provide the TPOC and the FEDSIM COR with a RIP that also contains a lease versus buy analysis along with three cost estimates for the TPOC and the FEDSIM COR's review and/or approval. One of the three cost estimates submitted shall be sourced from the GSA Fleet Management Center (FMC). The contractor shall not enter into any leasing agreements until written approval has been provided by the FEDSIM COR.

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For any contractor leased or procured vehicles, the contractor shall maintain a record of statistical usage data such as fuel cost, trip mileage, and any maintenance or repair costs not covered by the contractor's rental / lease agreement. The contractor and Government will jointly agree to a format for tracking the required data after TO award. Please note, the Government will provide leased vehicles obtained for use in Afghanistan, fuel, and related petroleum products at no cost to the contractor.

The Government's overall objective is to restrict leased vehicles to the **minimum** required for mission execution. In Kuwait, where contractor personnel travel to and from privately leased accommodations via commercial vehicle, leased vehicles may be used for domicile to duty transportation, subject to policies of local command authorities. The specified planning factor is no more than one leased vehicle for every four contractors assigned. In other locations, leased vehicles shall, under no circumstances, be used for travel between place of duty and abode (on- or off-installation) unless such use has been approved by the local Combatant Commander.

H.14 EXPORT-CONTROL ITEMS

The contractor and/or its subcontractors may be required to generate, or need access to, export-controlled items. It is the responsibility of the contractor, as the exporter, to obtain the appropriate export license or exemption(s). The Government will work with the contractor post-award and assist the contractor in obtaining the appropriate export license or exemption(s). The contractor shall comply with all U.S. laws, policies, and regulations applicable to the exchange of information with foreign nationals and foreign countries, including but not limited to the International Traffic in Arms Regulations (ITAR), the Export Administration Regulations (EAR), and policies of the requiring activity's foreign disclosure office, in accomplishing the requirements. Refer to DFARS Clause 252.225-7048, Export-Controlled Items (Jun 2013) for compliance.

The contractor may be required to release or exchange information with representatives of Five Eyes, NATO, Resolute Support, and certain critical Nation-States of:

- a. USAFRICOM: Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Democratic Republic of the Congo, Djibouti, Ethiopia, Gabon, Ghana, Kenya, Liberia, Libya, Mali, Mauritania, Morocco, Niger, Nigeria, Rwanda, Senegal, Seychelles, Somalia, South Africa, South Sudan, Tanzania, Togo, Tunisia, and Uganda.
- b. USPACOM: Republic of the Philippines, Republic of Korea, Japan, Thailand, Cambodia, Bangladesh, Brunei, French Polynesia, Indonesia, India, Malaysia, Maldives, Mauritius, Nepal, Pakistan, Palau
- c. USEUCOM: Albania, Armenia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kosovo, Latvia, Lithuania, Luxembourg, Macedonia, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, and United Kingdom
- d. USCENTCOM: Afghanistan, Bahrain, Egypt, Iraq, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Tajikistan, Turkmenistan, U.A.E., Uzbekistan, Yemen

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And other CCMD AORs, as required, as well as any other partner nations where the contractor has received written approval by the requesting authority for this TO.

H.15 COMMERCIAL SUPPLIER AGREEMENTS

H.15.1 The Government understands that commercial software tools that may be purchased in furtherance of this TO as described in **Section C** and as contemplated in the Materials and Equipment and ODC CLINs in **Section B** may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service, maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as "clickwrap" or "browsewrap" (collectively, "Supplier Agreements"). For purposes of this TO, the Supplier Agreements are "collateral agreements" within the meaning of the FAR clause at 52.227-14(c)(2).

H.15.2 The contractor shall ensure that any proposed Supplier Agreements allow the associated software and services to be used as necessary to achieve the objectives of this TO. The contractor shall provide all applicable Supplier Agreements to the FEDSIM CO prior to purchase and shall cooperate with the Government, including negotiations with the licensor as appropriate, to ensure compliance with this Section. Without limiting the generality of the foregoing, a compliant Supplier Agreement shall permit all of the following at no extra charge to the Government: (a) access and use by support contractors, including a successor contractor upon termination or expiration of this TO; (b) access and use by employees of other Federal, state and local law enforcement agencies; (c) transfer to a different data center and/or a successor contractor's cloud; and (d) the creation of derivative works that shall be subject to at least the same rights as set forth in subparagraphs (a) through (c) above. The above rights constitute "other rights and limitations" as contemplated in subparagraph (d) of the FAR clause at 52.227-14, Rights In Data – General (May 2014), Alternate III (Dec 2007) against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable Federal statute.

H.16 INTELLECTUAL PROPERTY RIGHTS

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in DFARS 252.227-7014 apply.

H.17 AWARD FEE

See the Award Fee Determination Plan in **Section J, Attachment I**.

H.18 TRAVEL

H.18.1 TRAVEL REGULATIONS

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. FTR - prescribed by the GSA, for travel in the contiguous U.S.
- b. JTR, Volume 2, DoD Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

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- c. DSSR (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

Contract employees under this contract are authorized to travel on Military Airlift when travelling in an official capacity at the request of the senior traveler. This travel is allowed in a non-reimbursable status to meet the mission requirements of the sponsoring command and the senior traveler.

H.18.2 TRAVEL AUTHORIZATION REQUESTS (TAR)

Before undertaking travel to any Government site or any other site in performance of this TO, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long-distance travel, the contractor shall prepare a TAR using the template provided in **Section J, Attachment E** for Government review and approval. Long-distance travel over 50 miles will be reimbursed for cost of travel comparable with the FTR, JTR, and DSSR.

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Identify the TO number.
- c. Identify the CLIN associated with the travel.
- d. Identify the CTN associated with the travel.
- e. Contain the following:
 - i. Departure location, date, and estimated time of departure
 - ii. Origin, destination, date, and estimated time of arrival
 - iii. Name of each contractor employee traveling along with their company and position title
 - iv. Purpose of travel and organization(s) visiting
 - v. Requesting Individual's Name
 - vi. CLIN ceiling and funded amounts at time of TAR submission
 - vii. Estimated total cost of travel broken down by each expense including, but not limited to, airfare, rental car, lodging, transportation, parking, mileage, gasoline, G&A, Indirect Handling Costs, etc.
 - viii. TPOC concurrence
- f. Be submitted at least five workdays in advance of the departure date to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

In cases of emergency travel that cannot follow the above procedures, the contractor will be authorized to travel in writing by the TPOC, subject to the availability of funds on the

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TO. Authorization documentation will be provided to the FEDSIM COR by the contractor's organization within seven calendar days of TPOC authorization of the travel.

Long-distance travel without written FEDSIM COR or TPOC approval will not be reimbursed.

H.18.3 SECURITY REQUIREMENTS FOR FOREIGN TRAVEL

The contractor may be required to travel internationally during the TO period of performance. The contractor shall adhere to the regulations stated in **Section H.18.1** and ensure all contractor personnel traveling overseas have the required documentation and approvals. The contractor shall comply with the DoD Foreign Clearance Guide (FCG) for travel to a foreign country.

For travel to Korea for durations of less than 90 days (within 12 months), the contractor shall consult the following website for applicable training information: www.usfk.mil/.

For travel requirements/restrictions to any other foreign country, see the FCG at the following website for applicable information: <https://www.fcg.pentagon.mil/fcg.cfm> or <http://www.fcg.pentagon.smil.mil>.

Contractor personnel traveling under DoD sponsorship in support of a DoD TO are considered DoD-sponsored personnel for DoD FCG purposes. Contractor and Sponsoring Agency will ensure all pre-travel requirements are met and annotated IAW FCG. Aircraft and Personnel Automated Clearance System (APACS) will be submitted NLT 30 days prior to departure date. FCG directs the use of the APACS as the web-based tool to create, submit, coordinate, and approve personnel travel clearances (Special Area, Theater, and Country) for DoD-sponsored official travel. Upon submittal of APACS, the system will provide the user with a tracking number; this will be forwarded to the applicable Technical Lead. The DoD Component(s) sponsoring the DoD contractor travel, shall ensure that all necessary clearances (country, theater, and special area clearances, as required) are received before commencing travel. DoD-sponsored contractors shall obtain the proper identification credentials (e.g., passport and visa) to enter and exit each country. For travel to the USCENTCOM AOR, the contractor shall also register in the Synchronized Pre-deployment and Operational Tracker (SPOT) system, in accordance with **Section H.23.1**.

The contractor shall stay abreast on all overseas security requirement changes and implement these changes as they occur.

H.19 RELOCATION COSTS

Contractor personnel assigned to overseas installations are eligible for reimbursement at cost for relocations. Relocation covers the expense of relocating existing contractor personnel to new work locations at an overseas installation and relocating new contractor staff to their work locations overseas. A Relocation Plan for each contractor relocated identifies the costs the Government agrees to pay and also identifies a service commitment (FAR Subpart 31.205-35 Relocation costs (d)) the transferring contractor employee or new-hire makes in return for the relocation expenses being paid to the location. A three-year service commitment or service through the TO end date, if the remaining period of performance is less than three years, must be satisfied for reimbursement of relocation costs back to the employee home of record (repatriation).

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The TPOC and FEDSIM COR must pre-approve estimated direct costs associated with repatriation to the contractor employee's home of record and are subject to the following:

- a. Expenses incurred relocating transferring contractor personnel or new-hires among user sites are paid if the TPOC and FEDSIM COR agree that the relocation is advantageous to the Government.
- b. The Government requests the contractor employee's removal from his/her position for reasons other than performance (e.g., the position is no longer needed).

The TPOC and FEDSIM COR will not approve reimbursement of costs associated with relocation of contractor personnel back to the employee home of record in cases where:

- a. The contractor employee leaves before satisfying the three-year minimum commitment or termination of the requirement, whichever occurs first.
- b. The contractor removes a contractor employee from an assignment for cause (e.g., poor performance or violation of SOFA or local base rules and regulations).

Contractor costs for relocation will be reimbursed at the limits set in the regulations identified in **Section H.18.1** above (see FAR 31.205-35 and FAR 31.205-46):

Relocation costs shall be based on actual costs (plus handling charge) incurred in accordance with the DSSR. The itemized expense statement and receipts shall accompany claims for reimbursement. The costs shall be determined reasonable and allowable to the extent that they do not exceed, on a daily basis, the maximum per diem rates in effect at the time of travel.

It is intended that these costs will be paid by the Government only in conjunction with an OCONUS assignment where the contracted assignee has agreed to serve in such assignment for a minimum period of three years or termination of the requirement, whichever occurs first. In the event of early termination of the assignment by the contracted assignee all non-salary costs associated with the overseas assignment will default to the contractor and the Government will be reimbursed for any previous payments.

Permanent Change of Station (PCS)/Repatriation Costs: Contractors moving in or out of new locations on the TO will only be reimbursed for 30-days of temporary lodging status in the immediate area of the location. Rates can be found at Defense Travel Management Office website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. The Government will only pay for one permanent change of station (PCS) and repatriation move for each contractor employee position. Contractors will be liable for all PCS and repatriation costs associated with the replacement of an approved contractor employee.

Household Goods: Costs for household goods transportation and one POV will be reimbursed.

All relocation costs above will not exceed \$30,000.

H.19.1 OTHER ALLOWANCES

Cost Of Living Allowance (COLA): Contractor personnel are authorized to receive a COLA to reimburse for certain excess costs and to compensate for serving at a location where the cost of living (excluding the cost of quarters and the cost of eligible family members' education) is substantially higher than in the Washington, DC, area. This allowance is based on a percentage of spendable income and varies by location, salary, and number of dependents. The example calculation below provides more detail.

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Example COLA Calculation: A contractor with Annual Base Salary of \$125,000 and a family of three located in Stuttgart, Germany would receive \$7,665 in Annual COLA. (See Steps Below)

Step 1. Using the U.S. Department of State (DoS) website (<https://aoprals.state.gov/Content/Documents/SpendableIncome.pdf>) find the Annual Spendable Income for the Annual Base Salary of \$125K with a family size of three on the "Annual Spendable Income by Salary and Family Size" table. This amount is \$51,100.

Step 2. Using the DoS website (<https://aoprals.state.gov/Web920/cola.asp>) find the DoS Post (Cost of Living) Allowance Percentage of Spendable Income Rate for Stuttgart, Germany. This amount is 15%.

Step 3. Calculate the COLA by multiplying the Annual Spendable Income (\$51,100) times the Percentage of Spendable Income Rate (15%) to get the Annual COLA amount (\$7,665). [$\$51,100 \times .15 = \$7,665$]. This amount will vary according to location, date, and annual salary entries (Example date is effective 4/17/2016).

Annual Living Quarters Allowance (LQA): The LQA is intended to cover the contractor's costs for rent, heat, fuel, gas, electricity, water, and certain other fees per the DoS website listed below. The amount of the LQA is calculated on the basis of location and with or without dependents rates. Reimbursement will be based on actual cost and will not exceed the applicable Group 3 rates as outlined in the "Annual Living Quarters Allowance In U.S. Dollars (DSSR 130)" rates. These rates may be found at DoS Website (https://aoprals.state.gov/Web920/lqa_all.asp?MenuHide=1).

Education Allowances: The education allowances are intended to provide contractor children with an education comparable to the education they would receive at a public school in the U.S. The amounts will not exceed the Average DODDS-Europe School Year Tuition Rates K-12th Grade and are only available if there are school age dependents in country. These rates may be found at Defense Travel Management Office website, (<http://www.dodea.edu/Europe/enrollment/payment.cfm>). Reimbursement for education allowances is dependent upon the availability of funds and requires review by the FEDSIM COR and TPOC and approval by the FEDSIM CO.

No other costs, to include return trip airfare (commonly referred to as RAT travel or home leave), regardless if allowable or not, shall be considered for contractor overseas permanent assignments. The contractor shall submit an annual reconciliation in accordance with DSSR (Section F, Deliverable 26).

H.20 REFUNDS FOR TRAVEL COSTS

Costs incurred by contractor personnel and paid by the Government for contractor travel shall be refunded or credited to the Government in the event the employee resigns from the TO or is terminated for reasons within his or her control within six months, unless otherwise specified in **Section H.19**, from the commencement of deployment or relocation. The FEDSIM CO in

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conjunction with the TPOC and FEDSIM COR will ultimately determine if the Government will pursue a refund or a credit from the contractor.

The contractor shall refund or credit to the Government all costs incurred by the Government for specialized instructor and/or National Deployment Center (NDC) training or travel in the event contractor personnel do not successfully complete said training or fail to pass the mandatory NDC basic health assessment.

The following scenarios are examples of situations where the Government would require reimbursement of all training and travel expenses if the issue occurs during the initial six months from the commencement of deployment or relocation. This is not an all-inclusive list.

- a. Contractor employee deployed to Afghanistan is found in possession of alcoholic beverages or pornography (violation of General Order #1).
- b. Contractor employee in Korea is detained by military police for violation of U.S. Army policy on sexual exploitation.
- c. Contractor employee in Italy decides two weeks after arriving that he or she “made a mistake” and chooses to return home.
- d. Contractor employee in Germany departs this TO to accept a different position in Germany under a different TO.
- e. Contractor employee in Kuwait with an Interim Secret clearance has that clearance revoked; during review, it is determined the contractor failed to complete a law enforcement background check on the employee, which would have revealed a felony conviction, recent illicit drug use, or similar.
- f. Contractor employee reports to NDC (or equivalent) and is quickly disqualified for deployment due to morbid obesity (Body Mass Index (BMI) greater than or equal to (\geq) 40).

The following scenarios are examples of situations where the Government would likely allow contractor incurred charges to stand, even if it occurred during the initial six months from the commencement of deployment or relocation:

- a. Contractor employee in Afghanistan is advised that their spouse or child has died, been very seriously injured, or has a very serious disease.
- b. Contractor employee in Korea breaks his or her leg or suffers another serious injury (not related to abuse of alcohol or illegal drugs) that would require the employee to remain in a non-billable status for an extended period.
- c. Contractor employee in Germany suffers a heart attack and is told by a physician that he or she can no longer do the strenuous physical labor required for the position.
- d. Contractor employee in Kuwait with an Interim Secret clearance has that clearance revoked; during review, it is determined the contractor did obtain a law enforcement background check on the employee and the employee passed that check prior to hire.
- e. Contractor employee reports to NDC and medical authority there subsequently disqualifies employee from deployment for reason that was not uncovered or revealed by employee’s physician (contractor must be able to document that employee did complete and pass a private physician medical screening).

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H.21 INSURANCE

The contractor shall be required to have insurance in connection with FAR 52.228-5, (Insurance – Work on a Government Installation) found in **Section I**.

- a. Workman's compensation insurance required by law of the State where performance is conducted.
- b. Comprehensive bodily injury insurance with limits of not less than \$500,000 for each occurrence.
- c. Property Damage liability with a limit of not less than \$100,000 for each occurrence.
- d. Automotive bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each occurrence, and property damage liability insurance with a limit of not less than \$50,000 for each occurrence.

H.22 DEFENSE BASE ACT (DBA) INSURANCE

Pursuant to FAR 28.305, Defense Base Act (DBA) insurance coverage provides workers' compensation benefits (medical, disability, death) in the event of a work-related injury or illness OCONUS.

The Government requires that all contractor personnel who work internationally be protected by the DBA coverage, regardless of their assignment and/or location unless a waiver has been obtained by the U.S. Department of Labor (DoL).

DBA insurance may be charged as either a direct or indirect cost consistent with the contractor's CAS Disclosure Statement (D/S) and DCAA approved accounting system, and shall be furnished to the FEDSIM CO within 30 days of TO award. If required and approved by the FEDSIM CO, additional DBA riders may be charged to the Government.

H.23 DEPLOYMENT REQUIREMENTS

The requirements of this TO have been identified by the Government as being essential to the mission and operational readiness of the U.S. Armed Services operating worldwide; therefore, the contractor may be required to perform this TO during crisis situations (including war or a state of emergency), contingencies, or exercises in the identified area of operations, also known as theatre of operations, subject to the requirements and provisions listed below. These requirements apply to all personnel deployed to the AOR, regardless if they are temporary travelers or permanently deployed/stationed.

The contractor shall be responsible for performing all requirements of this TO notwithstanding crisis situations, contingencies or exercises including, but not limited to, the existence of any state of war, whether declared or undeclared, or state of emergency, by the U.S. or the host nation, commencement of hostilities, internal strife, rioting, civil disturbances, or activities of any type which would endanger the welfare and security of U.S. Forces in the host nation. Failure by the contractor to perform may subject the contractor to a termination of this TO for cause.

The contractor shall ensure all contractor personnel participate in any required and/or necessary pre-deployment qualification training. Contractor personnel will be integrated into Government contingency plans, and afforded the same rights, privileges, protection, and priority as U.S.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Government personnel. The Government may provide security, housing, and messing facilities for contractor personnel should conditions warrant.

H.23.1 SYNCHRONIZED PREDEPLOYMENT AND OPERATIONAL TRACKER (SPOT)

The SPOT system is used to generate letters of authorization (LOAs) which define specific Government services and support all contractor personnel are authorized to receive in a deployment area. The contractor shall process LOAs in SPOT for all contractor personnel deploying under the TO and the additional documentation required with each LOA. The contractor shall fully execute all SPOT requirements IAW with the attached reference (**Section J, Attachment J**).

H.23.2 PRE-DEPLOYMENT PROCESSING

The CONUS Replacement Center (CRC) at Fort Bliss, Texas (<https://www.bliss.army.mil/CRC/>) is currently the designated processing site for personnel deploying to hazard duty/combat zones (HD/CZ) locations. Contractor personnel being deployed to HD/CZ shall report to the CRC for pre-deployment processing. The CRC validates readiness and conducts deployment processing en-route to the HD/CZ duty station. Deploying contractor personnel shall complete all pre-reporting requirements so they can deploy immediately upon completion of CRC processing. Pre-reporting requirements include, but are not limited to:

- a. Medical readiness
- b. Theater Specific Individual Readiness Training (TSIRT) certifications
- c. Current Individual Readiness File (IRF) records needed for identification and processing
- d. Valid passports and visas (for the longest period possible to mitigate a mid-tour break in service)
- e. Any other preparation to prevent rejection by the CRC

Contractor personnel determined by the CRC to be non-deployable will be referred back to the contractor for disposition. Upon completion of the contractor's tour, contractor personnel shall redeploy and out-process through the CRC.

H.23.3 PASSPORTS, VISAS, AND CUSTOMS

The contractor shall be responsible, at its own expense, for obtaining all passports, visas, or other documents necessary to enter and/or exit any area(s) identified by the FEDSIM COR for contractor personnel. Other documentation and visa costs for work permits, not related to entry and / or exit, may be billed as an allowable expense. Any exceptions shall be approved, in writing, by the FEDSIM CO or FEDSIM COR.

All contractor personnel shall be subject to the customs processing procedures, laws, agreements, and duties of the country to which they are deploying and the procedures, laws, and duties of the U.S. upon re-entry.

The contractor shall register all personnel with the appropriate U.S. Embassy or Consulate where possible.

H.23.4 RESERVED

H.23.5 RESERVED

H.23.6 CONTRACTOR COMPLIANCE

The contractor shall ensure that all contractor personnel comply with all guidance, instructions, and general orders applicable to U.S. Armed Forces and DoD civilians and issued by the Theater Commander or his/her representative. This shall include any and all guidance and instructions issued based upon the need to ensure mission accomplishment, force protection, and safety.

The contractor shall comply, and shall ensure, that all deployed personnel comply, with pertinent Service and DoD directives, policies, and procedures. The contractor shall ensure compliance with all Federal statutes, judicial interpretations, and international agreements (e.g., SOFAs, Host Nation Support Agreements, etc.) applicable to U.S. Armed Forces or U.S. citizens in the area of operations. The FEDSIM CO will resolve disputes. Host Nation laws and existing SOFAs may take precedence over TO requirements.

- a. The contractor shall take actions to ensure the professional conduct of its personnel.
- b. The contractor shall promptly resolve, to the satisfaction of the FEDSIM CO, all contractor personnel performance and conduct problems identified by the FEDSIM CO or FEDSIM COR.
- c. The FEDSIM CO may require the contractor, at the contractor's expense, to remove or replace any individual failing to adhere to instructions and general orders issued by the Theater Commander or his/her designated representative.

H.23.7 SPECIAL LEGAL CONSIDERATIONS

Public Law 106-523. Military Extraterritorial Jurisdiction Act of 2000: Amended Title 18, US Code, to establish Federal Jurisdiction over certain criminal offenses committed outside the U.S. by persons employed by or accompanying the Armed Forces, or by members of the Armed Forces who are released or separated from active duty prior to being identified and prosecuted for the commission of such offenses, and for other purposes.

Applicability: This Act applies to anyone who engages in conduct outside the U.S. that would constitute an offense punishable by imprisonment for more than one year, the same as if the offense had been committed within the jurisdiction of the U.S. The person must be employed by or accompanying the Armed Forces outside the U.S.

H.23.8 ACCOUNTING FOR PERSONNEL

As required by the FEDSIM CO or FEDSIM COR and based on instructions of the Theater Commander, the contractor shall report its personnel, including Transportation Control Number (TCNs), entering and/or leaving the area of operations by name, country, location of assignment, and date started working on TO.

H.23.9 THEATER RISK ASSESSMENT AND MITIGATION

If a contractor individual departs an area of operations without contractor permission, the contractor shall ensure continued performance IAW the terms and conditions of the TO. If the contractor replaces an individual who departs without permission, the replacement is at

SECTION H – SPECIAL CONTRACT REQUIREMENTS

contractor expense and must be in place within two business weeks or as instructed by the FEDSIM CO.

For badging and access purposes, the contractor shall provide the FEDSIM COR a list of all personnel (this includes subcontractors and/or local vendors being used in the area of operations) with all required identification and documentation information.

The contractor shall brief its personnel regarding the potential danger, stress, physical hardships, and field living conditions.

The contractor shall require all its personnel to acknowledge in writing that they understand the danger, stress, physical hardships, and field living conditions that are possible if the employee deploys in support of military operations.

H.23.10 FORCE PROTECTION

While performing duties IAW the terms and conditions of the contract, the Service/Agency (e.g., Army, Navy, Air Force, Marine, Defense Logistics Agency will provide force protection to contractor personnel commensurate with that given to Service/Agency civilians in the operations area. Contractor personnel should be made aware of force protection provided by the Government and NOT take any actions that would put themselves in harm's way beyond what is reasonable and expected from the conditions offered by the services.

Contractor shall comply with DFARS 252.225-7043, AT/FP for defense contractors OCONUS. This clause applies to both contingencies and non-contingency support. The main AT requirement is for non-local national contractor personnel to comply with theater clearance requirements and allows the Combatant Commander to exercise oversight to ensure the contractor compliance with Combatant Commander and subordinate task force commander policies and directives.

H.23.11 REST AND RECUPERATION (R&R) AND EMERGENCY LEAVE

Deployed personnel shall be eligible for one R&R trip to contractor Home of Record (HOR) per year of deployment IAW with DoD policy and when approved by the FEDSIM COR. Airline fare and per diem for travel days are authorized IAW the FTR. Travelers may travel to an alternate location other than the HOR, but costs above those calculated for the trip to and from HOR must be covered by the traveler.

In OCONUS areas, emergency leave travel is not chargeable to this TO, but may be taken in lieu of R&R travel. If a contractor employee is in a deployment location and an emergency occurs prior to the normal R&R period, the Government will normally accommodate the emergency leave once the emergency is verified by the Red Cross. If the contractor has questions on what constitutes emergency leave, the contractor shall refer to DoD Instruction 1327.06, dated June 2009. Travel in conjunction with emergency leave (unless traveling from deployment area and emergency leave approved in advance by the FEDSIM COR is in lieu of R&R travel) is at individual expense and not chargeable to the Government.

H.23.12 NEXT OF KIN NOTIFICATION

Before deployment, the contractor shall ensure that each contractor employee completes a DD Form 93, Record of Emergency Data Card, and returns the completed form to the designated

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Government official. The contractor shall be responsible for establishing a line of communication to notify and inform its persons' families of the status of the employee while he/she is deployed. The Government is responsible for ensuring that the contractor is notified of its personnel's status at the earliest possible time without compromising national security. The Government reserves the right to notify families of contractor personnel's status only when it is in the best interest of the Government.

H.23.13 RETURN PROCEDURES

Upon notification of return, the TPOC may authorize and the FEDSIM COR may approve contractor employee travel from the theater of operations to the designated individual deployment site. The contractor shall ensure that all GFE provided to the contractor or the contractor's personnel are returned to Government control upon completion of the deployment. The contractor shall provide the TPOC with documentation, annotated by the receiving Government official, of all equipment returns. The contractor shall be liable for any GFE not returned to the Government.

H.23.14 HARDSHIP AND DANGER PAY

Post (Hardship) Differential and Danger (Hazard) pay are allowances that provide additional compensation above basic compensation in a foreign area as determined by the DoS where civil insurrection, civil war, terrorism, or wartime conditions threaten physical harm or imminent danger to the health or well-being of the employee. The contractor shall be reimbursed for payments made to its personnel for danger pay, not to exceed that paid Government civilian employees, IAW the provisions of the DSSR Chapter 500 – Post (Hardship) Differential, Chapter 650 - Danger Pay Allowance, and Section 920 - Post Classification and Payment Tables, as may be amended. Compensation to 'Basic Compensation' shall be only applicable to the first 40 hours of effort performed per week. Hardship and danger pay shall be billed as an ODC.

H.23.15 CONTRACTOR FACILITY SUPPORT IN DEPLOYED LOCATIONS

The contractor shall acknowledge it is prepared, if required by the Government, to house and sustain (including feeding) its personnel in deployment locations and to accept/establish a facility off of the U.S. compound. The FEDSIM COR will provide the contractor with written notification if the contractor must billet its personnel outside of the U.S. compound. Security and other services for the facility (including transportation to and from assigned duty location, if the duty location is on a U.S. or Coalition Force compound) may be provided by using Third Country National and Local National (LN) staff, subcontracted for by the contractor awarded this TO. Security service providers must be on the approved vendor listing of both U.S. Forces and the Host Nation Government. All costs associated with this support, if implemented, shall be billed to the TO as an ODC. Support staff located at this facility, including security staff, will not be sponsored (issued a CAC and /or an LOA) by the Government under this TO. Construction is prohibited.

H.23.16 DEPLOYMENT-SPECIFIC CONTRACT CLAUSES

Current deployment specific clauses are provided in **Section J, Attachment L**.

H.24 STATUS OF FORCES AGREEMENTS (SOFA)

Contractor personnel shall comply with applicable SOFA(s) and respective CCMD AOR guidance. SOFA(s) and AOR guidance can be found at DFARS, Procedures, Guidance, and Information (PGI) 225.3 and/or the CCMD website (.mil). The contractor shall be responsible for obtaining all necessary legal advice concerning the content, meaning, application, etc., of any applicable SOFAs, and similar agreements. The contractor shall adhere to all relevant provisions of the applicable SOFAs, CCMD instructions, guidance, and other similar, related agreements. The contractor shall be responsible for providing the Government with the required documentation to acquire invited contractor or technical expert status, if required by the applicable SOFA.

H.25 NEWS RELEASE

The offeror shall not make any news release pertaining to this procurement and resulting TO without prior Government approval and only in coordination with the FEDSIM CO and the affected Command.

H.26 OVERTIME (EXTENDED WORK PERIOD)

The contractor shall comply with the provisions in FAR 22.10 and 52.222-2. The contractor shall perform the requirements of the TO, so far as practicable, without using extended work period/overtime, particularly as a regular employment practice, except when lower overall costs to the Government will result or when it is necessary to meet urgent program needs.

The contractor shall submit a request (Attachment S) for a workweek longer than 40 hours to the FEDSIM COR and TPOC for approval by the FEDSIM CO. The hours worked in excess of 40 in the workweek are not compensated at a premium rate of pay. The request shall provide an explanation for the anticipated extended work period/overtime in accordance with FAR 52.222-2(b) provisions. The request applies only to the individual(s) named in the request and is not transferable to others. The request shall be submitted at least three workdays prior to the extended work period/pay period occurrence.

Overtime requests in support of emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature; or to perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise will be retroactively reviewed by the FEDSIM COR and TPOC for approval by the FEDSIM CO.

H.27 WORK REQUEST DOCUMENT

Work Request Document (WRD) is a technical direction letter as form of communication among the FEDSIM COR, TPOC, and the contractor to answer technical questions, provide technical clarification, and give technical direction regarding the content of the Performance Work Statement (PWS) (see **Section C**). Technical direction means clarification of contractual requirements or direction of a technical nature, within the context of the PWS of the TO. The FEDSIM COR and TPOC with approval from the FEDSIM CO may provide technical direction to the contractor, so long as the technical direction does not assign new work or make any commitment or change that affects price, quality, quantity, delivery, period of performance, or

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other terms and conditions of the TO. In the event of a conflict between a WRD and the TO, the TO will take precedence.

- a. Each WRD will be in writing and will include, at a minimum, the following information:
 1. TO number.
 2. Date.
 3. WRD name and number.
 4. Rough order of magnitude.
 5. TO available funds
 6. Reference to the relevant section or item in the PWS.
 7. Brief description of the work.
 8. Location(s) of the work.
 9. Signatures of FEDSIM COR, TPOC, Contractor, and FEDSIM CO.
- b. Each WRD issued, including amendments, hereunder is subject to the terms and conditions of the TO; and, in no event shall technical directions constitute an assignment of new work or changes of such nature as to justify any adjustments to the award fee, fixed fee, estimated costs, or delivery terms under the contract.
- c. When in the opinion of the contractor a technical direction calls for effort outside the contract PWS or available funding, the contractor shall notify the FEDSIM COR and FEDSIM CO thereof in writing within two workdays of having received the technical direction in question. The contractor shall undertake no performance to comply with the technical direction until the matter has been resolved by the FEDSIM CO through formal contract modification or other appropriate action.

Any effort undertaken by the contractor pursuant to oral or written technical directions issued other than in accordance with the provisions herein shall be at the contractor's risk of not recovering related costs incurred and corresponding proportionate amount of award fee and fixed fee, if any.

SECTION I – CONTRACT CLAUSES

I.1 TASK ORDER CLAUSES

All applicable and required provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS TOs, based on their specific contract type (e.g., cost, fixed-price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the TO solicitation is issued.

I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. The full text of a clause may be accessed electronically at the FAR website: <https://www.acquisition.gov/browse/index/far>

FAR Part 12 commercial clauses do apply to this TO.

Clause No	Clause Title	Date
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	(Jan 2017)
52.204-14	Service Contract Reporting Requirements	(Oct 2016)
52.204-19	Incorporation by Reference of Representations and Certifications.	(Dec 2014)
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lan and Other Covered Entities	(July 2018)
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	(Aug 2020)
52.215-23	Limitations on Pass-Through Charges, Alternate I	(Oct 2009)
52.216-7	Allowable Cost and Payment Fill-in: See Section G	(Aug 2018)
52.216-8	Fixed Fee	(Jun 2011)
52.222-2	Payment for Overtime Premiums Fill-in: (a) Zero	(Jul 1990)
52.223-15	Energy Efficiency in Energy-Consuming Products	(Dec 2007)
52.223-16	Acquisition of EPEAT-Registered Personal Computer Products	(Oct 2015)

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52.227-19	Commercial Computer Software License Fill-in: (c) GSQ0016AJ0059	(Dec 2007)
52.228-3	Workers' Compensation Insurance (Defense Base Act)	(Jul 2014)
52.228-7	Insurance- Liability to Third Persons	(Mar 1996)
52.228-8	Liability and Insurance – Leased Motor Vehicles	(May 1999)
52.229-3	Federal, State, and Local Taxes	(Feb 2013)
52.232-18	Availability of Funds	(Apr 1984)
52.232-22	Limitation of Funds	(Apr 1984)
52.232-25	Prompt Payment	(Jul 2013)
52.233-3	Protest After Award (Alternate I)	(Jun 1985)
52.239-1	Privacy or Security Safeguards	(Aug 1996)
52.242-1	Notice of Intent to Disallow Costs	(Apr 1984)
52.242-4	Certification of Final Indirect Costs	(Jan 1997)
52.242-15	Stop-Work Order-Alternate I	(Apr 1984)
52.243-2	Changes – Cost Reimbursement (Alternate II)	(Apr 1984)
52.243-7	Notification of Changes Fill-in: (b) and (d) 15	JAN 2017
52.244-2	Subcontracts (Alternate I) Fill-in: (j) M&C Saatchi World Services; Applied Memetics, LLC; Calhoun International, LLC; Celestar Corporation; DigitalGlobe Intelligence Solutions, INC; Threat Knowledge Group; Opinion Research Business International; and ITC Consulting Partners	(Jun 2007)
52.246-3	Inspection of Supplies – Cost-Reimbursement	(May 2001)
52.246-5	Inspection of Services—Cost-Reimbursement	(Apr 1984)
52.247-14	Contractor Responsibility for Receipt of Shipment	APR 1984
52.249-6	Termination (Cost-Reimbursement)	(May 2004)

SECTION I – CONTRACT CLAUSES

52.249-14	Excusable Delays	(Apr 1984)
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I.2.1 CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within **30 calendar days** of the end of the period of performance.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- a. The Government may extend the term of this contract by written notice to the Contractor within **60 days**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **90 days** before the contract expires. The preliminary notice does not commit the Government to an extension.
- b. If the Government exercises this option, the extended contract shall be considered to include this option clause.
- c. The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years and six months.

(End of clause)

I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM), CLAUSES INCORPORATED BY REFERENCE

The full text of a clause may be accessed electronically at the GSAM website:

<https://www.acquisition.gov/gsam/gsam.html/>.

GSAM	TITLE	DATE
552.212-4	Contract Terms and Conditions-Commercial Items (Alternate II) (FAR Deviation)	JUL 2015
552.215-70	Examination of Records by GSA	JUN 2016
552.232-39	Unenforceability of Unauthorized Obligations (FAR Deviation)	JUL 2015
552.232-78	Commercial Supplier Agreements Unenforceable Clauses	FEB 2018

SECTION I – CONTRACT CLAUSES

I.4 DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENTS (DFARS) CLAUSES INCORPORATED BY REFERENCE

The full text of a clause may be accessed electronically at Defense Pricing and Contracting website:

www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html/.

DFARS	TITLE	DATE
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted Of Fraud Or Other Defense- Contract-Related Felonies	DEC 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.203-7004	Display of Hotline Posters	OCT 2016
252.204-7003	Control of Government Personnel Work Product	APR 1992
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	OCT 2016
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	DEC 2019
252.204-7020	NIST SP 800-171 DOD Assessment Requirements	NOV 2020
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting with Firms that are Owned or Controlled by the Government of a Country that is a State Sponsor of Terrorism	OCT 2015
252.222-7002	Compliance with Local Labor Laws (Overseas)	JUN 1997
252.223-7004	Drug-Free Work Force	SEP 1988
252.223-7006	Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Materials--Basic	SEP 2014
252.225-7001	Buy American Act and Balance of Payments Program	DEC 2016
252.225-7002	Qualifying Country Sources as Subcontractors	DEC 2016
252.225-7007	Prohibition on Acquisition of Certain Items from Communist Chinese Military Companies	DEC 2018
252.225-7009	Restriction on Acquisition of Certain Articles Containing Specialty Metals	OCT 2014
252.225-7012	Preference for Certain Domestic Commodities	DEC 2016
252.225-7013	Duty-Free Entry	MAY 2016
252.225-7021	Trade Agreements — Basic	DEC 2017

SECTION I – CONTRACT CLAUSES

DFARS	TITLE	DATE
252.225-7040	Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States	JUL 2009
252.225-7043	Antiterrorism/Force Protection for Defense Contractors Outside the United States Fill in: (d) Appropriate CCMD Security Office	JUN 1998
252.225-7048	Export-Controlled Items	JUN 2013
252.225-7975	Additional Access to Contractor and Subcontractor Records (DEVIATION 2020-O0022)	AUG 2020
252.225-7980	Contractor Personnel Performing in the United States Africa Command Area of Responsibility (DEVIATION 2016-O0008)	JUN 2016
252.225-7993	Prohibition on Providing Funds to the Enemy (DEVIATION 2020-O0022)	AUG 2020
252.225-7994	Additional Access to Contractor and Subcontractor Records in the United States Central Command Theater of Operations (DEVIATION 2015-O0013)	MAR 2015
252.225-7995	Contractor Personnel Performing in the United States Central Command Area of Responsibility (DEVIATION 2015-O0009)	JAN 2015
252.227-7000	Non-estoppel	OCT 1966
252.227-7013	Rights in Technical Data - Noncommercial Items Fill in: No assertions	FEB 2014
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation Fill in: (3): No assertions	FEB 2014
252.227-7015	Technical Data-Commercial Items	FEB 2014
252.227-7016	Rights in Bid or Proposal Information	JAN 2011
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions. Fill-in: (d) No assertions	JAN 2011
252.227-7019	Validation of Asserted Restrictions - Computer Software	SEP 2011
252.227-7020	Rights in Special Works	JUN 1995
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	MAY 2013
252.227-7026	Deferred Delivery of Technical Data or Computer Software	APR 1988
252.227-7027	Deferred Ordering of Technical Data or Computer Software	APR 1988
252.227-7030	Technical Data--Withholding of Payment	MAR 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 2016
252.228-7003	Capture & Detention	DEC 1991
252.232-7010	Levies on Contract Payments	DEC 2006

SECTION I – CONTRACT CLAUSES

DFARS	TITLE	DATE
252.233-7001	Choice of Law (Overseas)	JUN 1997
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.239-7018	Supply Chain Risk	FEB 2019
252.239-7010	Cloud Computing Services	AUG 2015
252.242-7005	Contractor Business Systems	FEB 2012
252.242-7006	Accounting System Administration	FEB 2012
252.244-7001	Contractor Purchasing System Administration	MAY 2014
252.246-7001	Warranty of Data	MAR 2014
252.246-7007	Contractor Counterfeit Electronic Part Detection and Avoidance System	AUG 2016
252.246-7008	Sources of Electronic Parts	OCT 2016
252.251-7000	Ordering From Government Supply Sources	AUG 2012
252.251-7001	Use of Interagency Fleet Management System (IFMS) Vehicles and Related Services	DEC 1991

SECTION J – LIST OF ATTACHMENTS

J.1 LIST OF ATTACHMENTS

Attachment	Title
A	Appointment Letters (COR and TPOC)
B	RESERVED
C	OASIS Labor Categories
D	Department of Defense (DD) 254
E	Travel Authorization Template
F	Request to Initiate Purchase Template
G	Corporate Non-Disclosure Agreement
H	Incremental Funding Table
I	Award Fee Determination Plan
J	Synchronized Pre-deployment And Operational Tracker Requirements
K	RESERVED
L	Theater Business Clearance - Deployment Specific Clauses
M	Sample Trip Report
N	Problem Notification Report
O	Deliverable Acceptance-Rejection Report
P	RESERVED
Q	RESERVED
R	RESERVED
S	Overtime Request Template
T	CENTCOM Contractor Employee Monthly Report Template
U	Classified Annex (to be provided separately)